



**THE WALLACE HIGH SCHOOL  
ART & DESIGN and MIA TECHNICIAN**

- CONTRACT:** Permanent contract
- HOURS OF WORK:** 27.5 hours per week, term time (38 weeks)  
8.30am – 14.45pm, Monday to Friday (5.5 hours per day)
- SALARY:** NJC SCP12 (£24,496) to SCP17 (£26,845) Pro rata

**GENERAL INFORMATION**

The Wallace High School is a co-educational, voluntary grammar school founded in 1880. The annual intake of pupils into Year 8 is 170 and there are some 300 pupils in the Sixth Form. The school draws its pupils from Lisburn and the surrounding area. In 1976 it moved from its original site to a new building in Clonevin Park which also houses a Preparatory Department of approximately 140 pupils.

**ART & DESIGN TECHNICIAN**

The Wallace High School is seeking to appoint an Art and Design Technician with good interpersonal skills who has the ability to work under pressure and apply common sense and initiative to the demands of the post. As the post involves some heavier duties applicants will need to be energetic and reasonably strong.

To deliver the Programmes of Study in Art and Design involves working with a very wide variety of materials and equipment. These often require advance preparation, a high degree of maintenance and particular care in relation to Health and Safety.

**JOB SPECIFICATION**

The Art & Design Technician plays a pivotal role in the Art Department by assisting teaching staff through the preparation of materials, classrooms and general organisation.

The successful applicant will be required to undertake the following duties:

## **PRINCIPAL DUTIES**

### Textiles

- Pigment dyes mixed and stored
- Fabric dyes mixed and stored
- Timing of dye baths supervised
- Preparing fabric for printing or batik
- Preparing materials for felting or embroidery
- Setting up and maintenance of sewing machines
- Preparing/putting away batik pots
- Supervision of irons during/after use

### Print Making

- Preparation of inks
- Screens/lino/card/polystyrene prepared
- Rollers/squeegees assembled
- Checking cleanliness of all materials after use

### Ceramics

- Preparation of clay in advance of classes
- Mixing of slips/glazes/oxides
- Correct storage of work in progress
- Packing and unpacking of kiln

### Three Dimensional Work

- Preparation in advance of mod roc/wire/papier mache/plaster and their associated tools

### ICT and photography

- Maintenance of cameras
- Maintenance of computers within the Department
- Advance booking of computer suite facilities
- Supervision of printouts
- Setting up camera for filming
- Scanning images, helping take photographs

### MIA

- Logging of borrowed equipment
- Maintaining accurate inventory
- Compressing film for coursework submission
- Organisation and set up of material for showcase events
- Supporting competition entry
- Preparation for lighting tasks
- Setting up cameras for use

## General

Much of the work would involve:

- Preparing materials in advance
- Helping to supervise the use of materials
- Ensuring that everything is cleaned and put away carefully and in the correct place after use
- Ensuring that everything is labelled, maintained and stored in a sensible manner
- Keeping a check on stock - both incoming and outgoing
- Helping the department to adhere to Health and Safety requirements
- Assisting with art displays
- Technicians are required to be part of the annual performance review scheme for support staff. Three objectives should be set, documented with the support of the subject Head of Department. A planning and review meeting should take place – one in September, one in June annually – to ensure successful progression along the pay scale. The Senior Teacher, who is the Technician Line Manager, will organise, in consultation with the Head of Department, a minimum of two professional development sessions annually for each Technician.
- Term time contracts will include the days that teaching staff are working in school, i.e. Baker Days and Staff Development Days. The Head of Department will allocate work for Technicians on these days and/or agree for the time to be used for the completion of professional development modules.
- Technicians will be expected to work in classrooms once the equipment has been set up, to support the work of the teachers and the learning of the students.
- An annual inventory of resources is to be kept and updated in June of each year. The Technician will be responsible for the regular update of any Risk Assessment specific to the work of the subject and advise the Head of Department accordingly.
- Technicians will routinely support one another, cover for one another during absence (as deemed suitable and safe by the Senior Teacher Line Manager) and actively support the induction of new Technicians.
- Any other duties as required.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

## QUALIFICATIONS AND EXPERIENCE

### ESSENTIAL CRITERIA

- Applicants must hold a recognised qualification in Art & Design (minimum A Level) and have practical knowledge of working with a range of art materials within the last 2 years.
- A sound knowledge of current ICT practice in Art & Design and MIA
- Good interpersonal & organisational skills.
- Physically able to fulfil heavier duties of post.

### DESIRABLE CRITERIA

- Experience of working in a school or third level college as an Art Technician.
- Candidate actively engaged in her/his own discipline in Art & Design.
- Good knowledge of digital SLRs and their use
- Familiarity with film editing software

The Board of Governors reserves the right to enhance the above criteria at shortlisting.

**Applicants invited for interview will be requested to bring with them a few examples of their own work.**

**Applicants should note that the appointment will be subject to a satisfactory medical.**

### Applications

It is preferred that application forms are emailed in Word format to the [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net). An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **Friday 5 May 2023 at 12 Noon.**

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

**NB:** It is an offence for an individual who is on either of the Department's Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.