

Role Description

TAS Assistant (Visual Arts, Design and Technology)

- Reports to:** Head of Department – DaCA (Design and Creative Arts)
- Position:** Full-time hours Monday to Friday, working in term time only (permanent role)
- Role Purpose:** This is a non-teaching position to assist the DaCA Staff with the day to day running of the department. The person should have knowledge of artmaking and design practices in the fields of painting, printmaking, photography, digital technologies, ceramics, and sculpture and possess competent computer literacy skills.

Key Responsibilities:

- sourcing and ordering art and design and technology materials
- communicating/liasing with suppliers
- maintaining storage areas and classrooms
- assisting with the preparation and delivery of practical lessons, predominantly Visual Arts and occasionally Design and Technology classes
- organising and maintaining up to date chemical, electrical and asset registers
- assisting with DaCA department budget management
- organising DaCA department showcases including hiring displays, hanging student work, liaising with students and teachers
- communicating with all DaCA teachers and the Head of the DaCA Department
- using and maintaining equipment including sewing machines, fine art printers, laser cutters and ceramic kiln
- capacity to oversee a digital media cocurricular student group would be an advantage,
- liaising with DaCA support staff.

Skills and Attributes

- be knowledgeable about art materials, processes and practices
- have a good understanding of Design and Technology skills and processes that may include basic sewing and woodworking skills, confidently use laser cutters and be familiar with 3D printing processes
- display strong interpersonal skills
- be thorough, with excellent attention to detail and accuracy
- be organised, reliable in follow through and able to prioritise
- have an orientation towards 'rolling up their sleeves' and getting involved with issues as required
- have basic skills to use Adobe and Microsoft programs particularly Excel
- fully embrace and support the Christian ethos of Meriden as an independent Anglican School
- be loyal to the School and the Principal.