



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Part Time Art Technician, High School	Reference: APR2025HS
Function/Department	Visual Art/High School	Location: Stamford
Manager Name & Title	HOD of Visual Art & High School Principal	
Position Type	Permanent	
Position Status	Part Time	

Position Objective

The Visual Art Technician plays a vital role in supporting the Visual Arts program, working primarily with the Secondary Visual Art department to facilitate a dynamic and enriching learning environment. This role will provide teachers and students with essential technical and logistical support, enabling them to fully explore their artistic potential.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

This role encompasses building strong relationships within the school community, providing crucial support to the Visual Arts program, and contributing to the overall school environment.

Relationships:

- Cultivate trusting and effective relationships with students, teachers, parents, and staff.
- Establish supportive and positive working relationships with members of the visual art, and wider school teams.
- Act as a visible presence throughout the school and represent the school positively within the community.

Visual Art Role:

- Exhibitions & Displays: Assist with all aspects of artwork display, including curation of exhibitions (on and off campus), rotating displays, organizing social media advertisements, managing display resources (Velcro, name tags, etc.), and handling advertisement materials.
- Classroom Support: Provide general learning support and organizational assistance in classrooms as needed.
- Inventory & Ordering: Assist with inventory management and ordering of art supplies.
- Equipment & Processes: Provide support with visual art equipment and processes (kiln, clay preparation, screen-printing machine, printing press, canvas preparation, etc.).
- Health & Safety: Assist in classes requiring specific health and safety procedures, and keeping up to date with our risk assessment procedures including ladder inspections and safely storing equipment.
- Preparation: Prepare materials for classes, including cutting paper, mounting artwork, labeling, and organizing displays.
- Art Events: Assist with the organization of SEASAC festivals, IN International Schools Exhibition, and other art events.
- Field Studies & Residencies: Support art field studies and artists in residence.



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- Student Support: Provide support to students, with priority for BTEC & Diploma Programme students.

Extended Professional Role:

- School Spirit: Contribute to a positive whole-school team spirit by promoting the school's philosophy and policies.
- Emergency Class Coverage: Take responsibility for classes during emergencies.
- Supervision: Supervise students during breaks, lunch, and other unstructured times, ensuring their safety and security.

General:

- Other Duties: Perform other reasonable duties as assigned by the Head of Secondary Visual Art and School Management.

Position Requirements

Required:

- A background in Visual Art is required.
- Highly organized and proactive.
- Excellent interpersonal and teamwork skills.
- Proficient in computer use.
- Excellent references

Preferred:

- Experience organizing and curating exhibitions.
- Experience working with students of all ages.
- Knowledge and training in the use of specialist art equipment (silk-screen printing, clay/ceramics, innovation/maker space equipment, textiles equipment, etc.)

Qualifications

- Technical proficiency with specialist art equipment (e.g., screen printing, ceramics/clay, innovation/maker space equipment, textiles equipment, etc.)

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents, and Students
- PTA (Parent Teacher Association)

Working Conditions

- School Environment
- Working hours: Variable between 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and training
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

Terms of Employment



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| • Medical Benefits: | Medical insurance provided where applicable |
| • Sick Leave/Hosp: | 60 days hospitalization leave including 14 days sick leave |
| • Probation Period: | 3 months from date of commencement |
| • Referee request: | Required |
| • Background Check: | Required |

Stamford American International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, Stamford's parent organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

Please note that only shortlisted candidates will be notified.