

**Job Purpose:** To provide technical support to the Visual Arts department, with specific responsibilities to Design and Technology in order to provide and maintain a high quality offer to students. The postholder will work closely with other Visual Arts technicians.

**Responsible to:** Head of Visual & Performing Arts

**Hours of Work:** 37 hours, term-time only

**Salary:** Scale 3 of Support Staff Salary spine 3-6 (pro-rata).

**Pension:** Staff are enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out in a transitional period.

**Key Responsibilities:**

- To provide technical support to teachers and students in the Visual Arts Department, particularly in Design Technology and Art
- To support and supervise students in executing their projects
- To demonstrate workshop machinery, tool and computer software techniques and processes to students and staff as required
- Working with other members of the technician team, to control, maintain and distribute stock in order to promote access for students, whilst advising Course Team Leaders on orders and liaising with the College Shop
- To maintain tools and machines in the workshop, studio and cutting room
- Working with other members of the technician team, to liaise with the IT Services Department on the upkeep and updating of the Visual Arts department's hardware and software
- To keep the studios, workshops, cutting room and stores as tidy, safe and effective learning environments
- To monitor the storage & collection of student coursework
- To support teaching staff in supervising students engaged in practical and digital work
- To update COSHH/CLEAPS Risk Assessment and keep up to date with Health and Safety issues
- To prepare students' cutting lists and sourcing of materials
- To co-ordinate booking systems for equipment as necessary
- To liaise with other technical support staff in an attempt to avoid the duplication of jobs, seek support from other specialists and share good practice
- To assist with the mounting & dismantling of external & internal departmental exhibitions & displays
- To contribute to review and self-assessment

**General:**

- To take part in the College's Performance Review and Development Scheme (PRD)
- To be responsible for health and safety & First Aid within areas of own responsibility
- To contribute to the college responsibility for safeguarding and promoting the welfare of young people

- To observe the college's commitment to equal opportunities and VESPA
- To undertake any other duties which are reasonably comparable to a post of this grade

PERSON SPECIFICATION		
SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Education/ Training</b>	<ul style="list-style-type: none"> <li>• A Levels, or equivalent</li> <li>• A qualification in an area related to Art and Design</li> </ul>	<ul style="list-style-type: none"> <li>• A higher level qualification</li> <li>• Manual Handling certificate</li> <li>• Machinery certification</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of Computer operating systems and a range of 2D and 3D printing software (or willingness to train)</li> <li>• Experience of working with 16 – 19 age group</li> <li>• Experience in the safe use and upkeep of workshop machines</li> </ul>	<ul style="list-style-type: none"> <li>• Prior technician experience</li> <li>• Experience of working within a CAD related environment</li> </ul>
<b>Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• General workshop skills and confidence within a standard DT workshop environment</li> <li>• High levels of technical and practical competence</li> <li>• Accuracy and care with equipment</li> <li>• An understanding of basic stock control</li> <li>• High level of safety awareness and An understanding of health and safety and COSHH &amp; CLEAPPS legislation (or willingness to train)</li> <li>• Clear and accurate written communication</li> <li>• Excellent organisational skills with the ability to prioritise</li> <li>• Good communication, numeracy and IT skills</li> <li>• Ability to multi-task and to be flexible</li> <li>• Ability to work as part of a creative team</li> <li>• Ability to work independently, proactively and complete tasks with the minimum of supervision</li> <li>• Ability to work calmly under pressure, often to tight deadlines</li> <li>• Ability to understand and anticipate the needs of both teachers and students</li> <li>• Ability to motivate and support young people</li> <li>• A commitment to deliver an excellent standard of service</li> <li>• A Trained First Aider (or willingness to train)</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to train as a minibus driver if required</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Interest and enthusiasm for practical work in Visual Arts</li> <li>• Excellent reliability and punctuality</li> <li>• Flexible approach to working hours and willingness to support some departmental events outside normal working hours. Including working weekly twilight hours</li> <li>• A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people</li> <li>• Willingness to undergo an enhanced DBS check</li> </ul>	

Last reviewed	October 2021
Reviewed by	Ruth Laslett