
Job Description for Visual Arts Technician

Responsible to: Head of Faculty, Visual Arts

Based at: Foundation Arts, Headquarters, Normanton and New College Pontefract
(New College Pontefract staff)

Paid on: Band E of the Support Staff Spine

OVERALL PURPOSE OF THE POST

- To support the College by providing assistance to students and staff in their use of equipment and materials primarily within.
- To provide technical support to the whole School of Visual Arts and assist other college areas as necessary.
- Ensure Art, Graphics and Textiles equipment is kept in good working order, providing general maintenance and reporting any fault equipment to the appropriate person.

MAIN DUTIES

- Train, help, advise and provide support to staff and students, as appropriate, on use of equipment and materials within the subject areas (dealing with queries/providing help and guidance as required).
- Assist with group practical sessions.
- Lead small groups of students in practical and technical workshop sessions.
- Give practical assistance to individual students.
- Assist creative subjects with exhibitions and displays.
- Prepare a variety of materials for coursework projects, including the cleaning of printmaking screens and putting on fresh images for both Printing and Etching students (any necessary training will be given).
- Ensure Art, Graphics and Textiles equipment is kept in good working order, providing general maintenance and reporting any faulty equipment to the appropriate person.
- Assist in maintaining a supply of materials for Art, Graphics and Textiles areas, ordering goods as required.
- Support students in their use of computer software (any necessary training will be given).
- Support students in their use of the laser cutter (any necessary training will be given).
- Support students in their use of the bandsaw and other 3D equipment (any necessary training will be given).
- Maintain a learning environment in which students and staff can work effectively.
- Assist with the implementation and maintenance Health and Safety requirements within the areas.
- Provide additional assistance, as part of the Support Staff, in other areas of College further to liaison with the Curriculum Support Team Leader.
- To be committed to the safeguarding and wellbeing of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.
- **You may be required to work up to 2 evenings per academic year to support trust events.**

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Please note this job has a Probationary Period of 1 Month and a Notice Period of 6 Month.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

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Person Specification for Visual Arts Technician

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> Special knowledge in a range of Art and Design equipment. 	<ul style="list-style-type: none"> Experience/knowledge of Screen Printing, Etching, Sewing Machines, Textiles Processes, Apple Macs or willingness to undertake training. Experience of working in a Visual Arts team.
Education and Training		<ul style="list-style-type: none"> Evidence of training relevant. Educated to degree level in one of the discipline areas.
Special Skills and Knowledge	<ul style="list-style-type: none"> Ability to maintain equipment. Excellent personal and organisational skills. Ability to communicate with students and staff at all levels. Ability to use initiative. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> Willingness to work flexibly and adjust hours accordingly to the needs of the College/Trust. Ability to work individually or as part of a team. Confidence in working with students in the 16-19 age range. Excellent organisational skills. 	<ul style="list-style-type: none"> Creative and artistic flair.
Additional Factors	<ul style="list-style-type: none"> Ability to cope with unexpected situations. Enthusiasm and commitment for the post. Interest in working in an education environment. Commitment to continuous professional development and willingness to learn from experience and practice. Commitment to equal opportunities, safeguarding and health and safety. 	

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