

## **JOB DESCRIPTION – VISUAL ARTS TECHNICIAN**

### **Primary Purpose**

- To support teaching and learning in the area of Visual Arts (Fine Art, Graphic Design, Photography and Textiles) by maintaining materials, apparatus, and equipment ensuring adequate preparation for practical work and to ensure adequate technician cover is provided in the Visual Arts curriculum areas for teaching, learning and assessment activities.

### **Reporting to**

Team Manager for Performing Arts

### **Accountabilities**

- To implement systems and structures within the department to ensure the smooth running of all technical work; including the use of PC's and Apple Macs;
- To prepare and set equipment as requested, due notice having been given and to remove equipment after use and check for loss or damage;
- To assist students with the technical operation of art and design equipment in the area of Visual Arts;
- To assist with the management of students in the event of a teacher's absence;
- To work with and support small groups of students
- To maintain materials, apparatus, equipment and studios;
- To provide in-class support for students and teachers during practical classes;
- To attend to cleaning, storage and repair of equipment;
- To maintain the stock inventory by advising the operational manager on the ordering of equipment and materials, to prepare draft orders and assist with stocktaking procedures;
- To exercise care of materials, apparatus and equipment in a defined area with proper regard to Health and safety particularly whilst preparing, cleaning, storing and repairing art and design equipment;
- To advise staff of any known hazards;
- To advise on Health and Safety issues and monitor compliance with procedures;
- To effect minor repairs and adjustments to equipment and furniture;
- To observe absolute confidentiality regarding preparation for assessed practical work;
- To carry out main area tasks as specified by your line manager;
- To assist in the induction of new staff with regard to using equipment in the Visual Arts area;
- To work with and supervise small groups of students;
- To attend regularly and contribute to all necessary department and cross college meetings;
- To develop and maintain professional, productive relationships with all members of staff within the college;
- To be aware of your college entitlement to professional development;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the college's health and safety policy and to work within its guidelines;
- To work in the interests of students and in accordance with the college's policies and values;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by the Line Manager, Director or Principal.

Agreed and Signed: .....

Date: .....

## PERSON SPECIFICATION – PERFORMING ARTS TECHNICIAN

	Essential	Desirable	Method of Assessment
<b>Qualifications</b>			
Educated to GCSE standard (Grade C or above in English and Maths)	Y		Application Form
Relevant Art/Visual Arts qualification		Y	Application Form
<b>Experience</b>			
Experience of using and maintaining a wide range of materials within an art department	Y		Application Form and Interview
Experience of encouraging and motivating students to achieve	Y		Application Form and Task
Understanding of Health and safety policy and procedure	Y		Application Form and Interview
Understanding/Experience of the FE sector especially Sixth form Colleges		Y	Application Form and Interview
<b>Skills</b>			
Computer literate including all Microsoft Office Applications	Y		Application Form and Test
Strong written and Verbal communication Skills	Y		Application Form and Interview
Close Attention to detail and accuracy	Y		Application Form
Organised and methodical approach to work	Y		Application Form and Test
<b>Personal Qualities</b>			
Able to work and stay calm under pressure	Y		Application Form and Interview
Self Motivated and able to work with minimal supervision	Y		Interview and Test
Commitment to working as part of a team	Y		Application Form and Interview
Ability to work in a confidential and Professional Manner	Y		Application Form and Interview

## Visual Arts Technician Notes for the Post

- a. The closing date for applications is Midnight, 13 March 2019
- b. The post will be offered on a permanent basis on a term time contract of 43 weeks (39 weeks plus 4 week to be worked across the closure periods).
- c. The working hours for the post are 36 hours per week. The working pattern will be will be agreed with the Line manager after appointment]
- d. Candidates selected for interview will have the opportunity to request a specimen copy of the College's Statement of Particulars of Employment in which full details of the conditions of service will be given.
- e. The salary pro rata salary for this post will be £14,811 plus Outer London Allowance £2,244.74, making a total of £17,055
- f. The holiday entitlement is 27 days plus 8 bank holidays per annum (for term time and part time a pro-rata amount of holiday is included in the salary).
- g. The post- holder will be required to abide by the Staff Code of conduct and all other College Policies and Procedures.
- h. The College operates a six-month probationary period for all new staff and reserves the right to terminate employment at an early stage if performance is deemed by the college to be unsatisfactory or details shown on the application form indicate false declarations.
- i. The post holder will have the opportunity to join the (final salary) Local Government Pension Scheme.
- j. Full support is given to all staff to meet their agreed training and development needs in line with the college mission and strategic objectives. The post holder will agree his/her individual development plan with their line manager as part of the annual professional review process.
- k. The college operates a 'No Smoking' policy.
- l. Interview will take place on week beginning 18 March 2019
- m. The appointment will be subject to receipt of satisfactory references, a DBS check and registration with the Independent Safeguarding Authority.
- n. The successful candidate will be expected to take up post at start of April 2019. The successful candidate may be invited to an induction meeting in the week prior to the start date; attendance is desirable but not compulsory.