
Job Description for Visual Arts Technician

Responsible to: Curriculum Leader

Based at: New College Doncaster

Paid on: Band E of the College 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 within the Visual Arts area (including Art, Textiles and Graphics).

MAIN DUTIES

- Train, help, advise and provide support to staff and students, as appropriate, on use of equipment and materials within the areas (dealing with queries/providing help and guidance as required).
- Assist with group practical sessions.
- Give practical assistance to individual students.
- Assist creative subjects with exhibitions and displays.
- Manage the booking out system for photographic equipment.
- Offer induction and tutorial sessions as well as further learning support to both staff and students in the use of both Apple Mac hardware and creative software.
- Offer induction sessions and further learning support to staff/students in using the photographic darkrooms.
- 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 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 relevant subject areas, ordering goods as required.
- Support students in their use of computer software (any necessary training will be given).
- Maintain a learning environment in which students and staff can work effectively.
- Provide additional assistance, as part of the Support Staff, in other areas of College further to liaison with line management.
- Undertake other duties as requested.

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.

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"> • A background in a creative environment. 	<ul style="list-style-type: none"> • Skills in at least one aspect of Art and Design.
Education and Training	<ul style="list-style-type: none"> • Willingness to undertake further training relevant to the post. 	<ul style="list-style-type: none"> • A qualification in an area of Art and Design. • Evidence of training relevant to the post.
Special Skills and Knowledge	<ul style="list-style-type: none"> • Confidence in working with students in the 16-18 age range. • Familiarity in using IT equipment. • An aptitude for learning new skills quickly. 	<ul style="list-style-type: none"> • Good IT skills.
Personal Skills and Qualities	<ul style="list-style-type: none"> • Enthusiasm for the role • Ability to communicate at all levels. • Excellent organisational skills. • An ability to see a task through to completion. 	
Additional Factors	<ul style="list-style-type: none"> • Ability to work independently or as part of a team. • An interest in the education sector. • A supportive and empathetic approach to students. • Flexible approach to work. • Commitment to continuous improvement willingness to learn from experience and practice in this College and others. 	

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