



JOB DESCRIPTION

Post:	Art and Design Technician
Responsible to:	Programme Team Leader
Salary:	£18,735 - £20,615 pro rata (£9,633 - £10,600 per annum) Scale 2/3 Points 15 – 20 Part Time, 22.5 hours per week Term Time Only (38 weeks)
Conditions of Service:	Truro and Penwith College Conditions of Service.
Main Purpose of Job:	Provide technical assistance and support in the teaching of a range of Creative Arts courses whilst assisting with a wide range of duties including setting up classes, assisting with classroom demonstrations, stock inventories and distribution, health and safety.
Specific Duties:	<p>The preparation and setting out of material and equipment ready for classes where this cannot appropriately be done by students.</p> <p>Inducting students into safe working practice, workshop H&S, use of power tools / hand tools Providing technical support within classes, such as mould-making, plaster casting, slip casting, Raku firings</p> <p>Regular reclamation of clay, using pugmills and hand wedging.</p> <p>Mixing and preparation of ceramic glazes Routine maintenance of materials and equipment.</p> <p>Specialised cleaning of equipment areas which are not appropriately covered by cleaning staff and cannot be done by students.</p> <p>Distribution of materials, consumables and students loaning equipment</p>



Commissioning and testing of new equipment.
Fault diagnosis and first-line repair of equipment,
where appropriate.

Maintenance of stocks of consumable items
together with the issue and monitoring of such
items.

Assisting in familiarising staff and students with
new equipment.

Overseeing the health and safety requirements of
the department and being available for health and
safety purposes in classes, workshops and other
areas.

First-line liaison with suppliers/repairers on
problems with equipment

Providing technical support in preparation for
exhibitions and marketing events

Additional technical duties as arranged with the
PTL/DTL or Course Leader

To actively support learning in Art & Design by
assisting in the organisation of specialist teaching
spaces and providing technical support to students.



General Requirements: As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION

Art and Design Technician

Ideally, the person appointed will have the following skills and experience:

- Ceramics – kiln firing, Raku firing, mixing and applying glazes, reclamation of clay using Pug-mills and hand wedging.
- Glass – Cold glass work, cutting, forming, grinding, polishing. Kiln firing, slumping and fusing
- General 3D – use and maintenance of hand tools and power tools such as band saw, pillar drill, belt sanders, hot wire cutters, sand blaster, jig saw, hand saw, Dremel's, cordless drills.
- Specialist 3D – plaster casting & mould making for slip casting ceramics, press moulds, glass moulds, casting using alginate or other materials as required.
- Experience and ability in a range of techniques employed within Art & Design including Printmaking.
- An Art & Design background with a related qualification.
- Familiarity with a range of two-dimensional Art & Design equipment (e.g. sewing machines, screen printing and etching presses etc.) and a good understanding of studio practice.
- A sound knowledge of Health & Safety practice and requirements.
- An ability to carry out maintenance on tools and equipment.
- Experience of working with or supporting learners, preferably in an educational setting and the ability to support students in the learning process.
- Good interpersonal skills in dealing with staff, students and members of the public.
- Good IT and organisational abilities.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.