



## JOB DESCRIPTION

|                               |  |
|-------------------------------|--|
| <b>Post:</b>                  | <b>Art and Design Technician</b>   |
| <b>Responsible to:</b>        | Programme Team Leader  |
| <b>Salary:</b>                | £21,451 - £22,334 pro rata<br>(£9,069 - £9,442 per annum)<br>Scale 2/3 Points 16 – 20<br>Part Time, 18.5 hours per week<br>Term Time Only (38 weeks)   |
| <b>Conditions of Service:</b> | Truro and Penwith College Conditions of Service.   |
| <b>Main Purpose of Job:</b>   | To actively support both students and staff through the provision, preparation and organisation of resource material and equipment for Art & Design.   |
| <b>Specific Duties:</b>       | <p>To actively support learning in Art &amp; Design by assisting in the organisation of specialist teaching spaces and providing technical support to students.</p> <p>To prepare equipment and materials for teaching in Art &amp; Design.</p> <p>To take responsibility for the smooth running of the area, maintaining a safe environment for both students and staff ensuring that Health &amp; Safety procedures are adhered to and appropriate records maintained.</p> <p>To set up, store and maintain tools and equipment ensuring compliance with good practice and Health &amp; Safety requirements.</p> <p>To be responsible for the inventory, stock control and ordering of all relevant equipment and ordering of materials.</p> <p>To support College activities including exhibitions and open events and to undertake administrative responsibilities, as required.</p> |



**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:

- Experience and ability in a range of techniques employed within Art & Design, these might include printmaking/3D/photography.
- An Art & Design background with a related qualification.
- Familiarity with a range of two-dimensional and three-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.