**Job Description**

**Post:** Technician/Demonstrator

**Location:** Middlesbrough

**Line Manager:** Cluster Leader

**Safeguarding Statement:**

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

# **Job Purpose:**

Provide a full range of technical support to staff and students, including ensuring correct and safe use, storage, maintenance and loan of equipment, machinery and materials relevant to their designated course. This may include responsibility for a specific workshop area.

# **Main Duties and Responsibilities:**

1. Provide assistance to academic staff in the preparation for, delivery and clearing up after practical sessions, ensuring relevant equipment and materials are available to meet timetable commitments.
2. Deliver demonstration and instruction on techniques and processes relevant to the course or programme area to students in timetabled sessions and to staff across the School as required.
3. Plan and carry out effectively and efficiently a programme of induction, demonstration and general instruction on the safe and effective use of all equipment, machinery and materials. This will include assessing student competence and approving their use of certain machinery or equipment.
4. Supervise relevant staff and students outside of timetabled teaching sessions, when they are using relevant equipment, machinery or workshop areas.
5. Ensure all necessary maintenance procedures for equipment and materials are carried out regularly and that any faults are diagnosed quickly and appropriate action is taken.
6. Ensure all equipment and materials are stored correctly and safely when not in use and that all necessary cleaning and dismantling of equipment is carried out prior to storage.
7. Distribute and collect equipment and materials to and from students as directed by the Line Manager, ensuring loan and sale procedures are adhered to at all times.
8. Ensure stock levels are maintained, and follow stock ordering procedures to prevent shortages and delays in the availability of equipment and materials.
9. Track relevant budget levels as directed by the line manager, and ensure budget control within agreed spending limits.
10. Advise the line manager on the purchase of relevant equipment and materials.
11. Ensure effective and efficient organisation and maintenance of relevant workshop environments in order to meet changing curricula requirements.
12. Monitor health and safety standards and maintain up to date records. This will include conducting relevant health and safety assessments, e.g. COSHH or risk assessments under the direction of the School health and safety co-ordinator.
13. Participate in curriculum planning and quality monitoring activities as part of the course / programme team to ensure effective development and delivery of the course / programme.
14. Participate in School-wide projects as required from time to time.

**General Accountabilities:**

1. Ensure other members of the team have information to cover effectively for you in your absence;
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Facilities Manager or the Vice Principal (Resources).
9. This list is not exhaustive and is only an indication of responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  |  Technician Demonstrator  |  |  |
| Signed: |  | Date: |  |
|   |  Cluster Leader  |  |  |

**Person Specification**

**Technician Demonstrator – FE Photography**

| Specification, whether essential or desirable and where the specification will be assessed. | Essential | Desirable | Application form / CV | Interview / Selection test | References |
| --- | --- | --- | --- | --- | --- |
| **Qualifications** |  |  |  |  |  |
| 5 GCSEs grade C (or equivalent) including English and Maths | Y |  | Y |  |  |
| BA hons / HND (or equivalent) in photography or relevant exempting professional experience | Y |  | Y |  |  |
| Evidence of continuing professional development | Y |  | Y |  | Y |
|  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |
| Experience of working in photography industry  | Y |  | Y |  | Y |
| Experience of working with children or vulnerable adults | Y |  | Y |  | Y |
| Experience of working as an effective member of a team | Y |  | Y |  | Y |
| Experience / knowledge of stock control |  | Y | Y |  | Y |
| Experience of providing support for, or delivering workshops in art & design |  | Y | Y |  | Y |
| Experience of conducting COSHH and risk assessments |  | Y | Y |  | Y |
| Experience of cash handling |  | Y | Y |  | Y |
| knowledge/experience of lens-based practices for film and TV (e.g. equipment, post production / editing) |  | Y | Y |  |  |
|  |  |  |  |  |  |
| **Knowledge, Skills and Abilities** |  |  |  |  |  |
| In depth knowledge of photography processes, both traditional and digital | Y |  | Y | Y | Y |
| Good general IT skills including MS Office (Word, Excel, Access), use of e-mail | Y |  | Y | Y | Y |
| Able to demonstrate a genuine interest in photography | Y |  | Y | Y | Y |
| Able to demonstrate currency of skills and knowledge in photography | Y |  | Y | Y | Y |
| Able to carry out basic maintenance routines on relevant equipment | Y |  |  | Y | Y |
| Effective interpersonal skills - able to relate to student and staff from various backgrounds and with varying degrees of knowledge | Y |  |  | Y | Y |
| Pleasant and approachable manner | Y |  |  | Y | Y |
| Excellent verbal communication skills - able to communicate effectively with School staff at all levels, and with students / potential students with varying backgrounds and with suppliers | Y |  |  | Y | Y |
| Good tact and diplomacy skills | Y |  |  | Y | Y |
| Confident disposition | Y |  |  | Y | Y |
| Able to work effectively as a member of a team | Y |  |  | Y | Y |
| Ability to remain impartial and maintain professional detachment when dealing with students | Y |  |  | Y | Y |
| Excellent organisational skills with the ability to prioritise and plan a workload to pre-empt problems and meet deadlines | Y |  |  | Y | Y |
| An innovative thinker with the ability to suggest and then initiate creative solutions | Y |  |  | Y | Y |
| Willing to deliver hours flexibly according to need | Y |  |  | Y | Y |
| Adaptable – able to respond quickly to varying needs of the service | Y |  |  | Y | Y |
| Committed to regular updating of skills and knowledge | Y |  |  | Y | Y |
| Good written communication skills – able to write effective emails and other written documents | Y |  |  | Y | Y |
| Good numeracy skills to enable effective tracking of budgets and accurate sale of materials to students | Y |  |  | Y | Y |
| Ability to work unsupervised and on own initiative | Y |  |  | Y | Y |
| Reliable and punctual  | Y |  |  | Y | Y |
| Knowledge of COSHH regulations and other health and safety systems and practices |  | Y |  | Y | Y |