**Job Description**

**Post:** FE Lead Technician Demonstrator.

**Location:** Middlesbrough

**Line Manager:** Vice Principal (Further Education)

# **Job Purpose:**

Support the FE curriculum management team to enhance the overall learner experience through the management of resources and coordination of curriculum-based technician demonstrators.

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 areas. This may include responsibility for a specific workshop area. In class / studio delivery of skills and support to students and staff from across the School.

# **Main Duties and Responsibilities:**

1. Lead and manage FE curriculum-based technician demonstrators to work cohesively as a support team to the wider FE curriculum.
2. Conduct performance reviews and appraisal of working duties in line with the School’s performance management framework.
3. Take responsibility for providing a well-run, organised and reliable technical support service (for creativity) to all members of the School.
4. Work with varying School personnel and departments to complete tasks in a timely manner e.g. working with departments such as; estates, marketing, finance, IT etc.
5. Be prepared to provide ad hoc support to departments / activities as working practices change, for example; supporting staff absence, partaking in potential student enrichment activities.
6. 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.
7. Support in the preparation and administration of school wide initiatives.
8. 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.
9. 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.
10. Supervise relevant staff and students outside of timetabled teaching sessions, when they are using relevant equipment, machinery or workshop areas.
11. 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.
12. 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.
13. 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.
14. Ensure stock levels are maintained, and follow stock ordering procedures to prevent shortages and delays in the availability of equipment and materials.
15. Track relevant budget levels as directed by the line manager, and ensure budget control within agreed spending limits.
16. Advise others on the purchase of relevant equipment and materials.
17. Ensure effective and efficient organisation and maintenance of relevant workshop environments in order to meet changing curricula requirements.
18. 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.
19. Participate in curriculum planning and quality monitoring activities as part of the course / programme teams to ensure effective development and delivery of the course / programme.
20. Participate in School-wide projects as required examples include curriculum based activities, exhibitions, internal and external events.
21. Identify opportunities for improving systems and procedures, and following through with initiative where possible to create such outcomes
22. All staff members are responsible for safeguarding children and adhering to the principles and guidelines outlined in the Keeping Children Safe in Education framework.

**GENERAL DUTIES:**

* Ensure other members of the team have information to cover effectively for you in your absence.
* To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
* 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.
* Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
* 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.
* Ensure the safeguarding of learners at all times and report any potential issues without delay.
* All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
* Any other duties commensurate with the nature and level of the post, as directed by the Vice Principal (Further Education) or the Principal.
* This list is not exhaustive and is only an indication of responsibilities.

**SAFEGUARDING**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**EQUALITY, EQUITY, DIVERSITY AND INCLUSION**

At The Northern School of Art, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

**Person Specification - Lead Technician Demonstrator**

| 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 an art and design related qualification / creative discipline. | Y |  | Y |  |  |
| Post graduate level qualification in an art and design related qualification / creative discipline. |  | Y | Y |  |  |
| Teacher training qualification such as a PGCE qualification |  | Y | Y |  |  |
| Evidence of continuing professional development | Y |  | Y |  |  |
|  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |
| Experience of working as an effective member of a team | Y |  | Y | Y |  |
| Experience of problem solving and continuous improvements. | Y |  | Y | Y |  |
| Experience of line managing others. |  | Y | Y | Y |  |
| Experience of managing people or teams. |  | Y | Y |  |  |
|  |  |  |  |  |  |
| **Knowledge, Skills and Abilities** |  |  |  |  |  |
| Strong IT skills including Microsoft 365 software (Word, Excel, Bookings), use of e-mail | Y |  | Y | Y | Y |
| Strong digital art & design skills and experience using Adobe Creative Suite software (Photoshop, Illustrator, InDesign, After Effects). | Y |  | Y |  | Y |
| Strong drawing/illustration skills both traditionally using a range of media and digitally. | Y |  | Y | Y | Y |
| Able to demonstrate a genuine interest in multiple art and design related disciplines. | Y |  | Y | Y | Y |
| Pleasant and approachable manner | Y |  |  | Y | Y |
| Excellent interpersonal 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 |
| Empathetic, patient and supportive with others. | Y |  |  | Y | Y |
| Good negotiation skills. | Y |  |  | Y | Y |
| Proactive to identify and solve problems. | Y |  |  | Y | Y |
| Ambitious to consistently make improvements against limitations. | Y |  |  | Y | Y |
| Receptive to change | Y |  |  | Y | Y |
| Able to work effectively as a member of a team | 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 |