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| **Job Description** |
| **Job Title:** 3D Design Instructor/Technician  **Department:** Visual Arts  **Contract:**  Fixed term one year  **Starting:** 1 September 2018  **Hrs:** 15.5 hours per week, term time plus 1 week (40 weeks). (Working Monday and Tuesdays only)  **Grade:** SFCA Support Staff Spine Band 3, £18,494-£20,458 per annum pro rata pa  **Responsible to:** The Principal through Head of School for Visual Arts and Psychology; and directly to Assistant Head of School (Head of Visual Arts). |
| **Main Purpose of Job:**  To support the teaching of Design through effective preparation, maintenance and administration. To give technical support to students and staff. |
| **Principal Duties & Responsibilities:**  **1. Preparation**   * Of materials for use in teaching – wood/metal/plastics etc. * Of studios and equipment – setting up for practical demonstrations and student use. * Of displays and exhibitions- in workshop/open evenings/end of year/around college   **2. Maintenance and organisation**   * Of hand and electric tools and workshop machinery including routine servicing and repair of equipment and dealing with supply/servicing companies * Of the workshop and teaching space to enable effective teaching * Of the laser cutter and 3D printer for day to day use * Of storage and disposal of student work   **3. Administration**   * Of reprographic and filing duties * Ordering and maintaining stock check of equipment and materials for the department, dealing with suppliers * Producing instruction sheets for example – ‘safe use of adhesives’ * Of laser cutting and 3D printing jobs   **4. Support**   * Assisting students with practical tasks during modelling and making stages * Assisting with laser cutting student work and sending jobs to print * Assisting with the 3D printer and sending jobs to print * Advising students and tutors on technical matters * Supervising students for computer based programmes e.g. Corel Draw, Google sketch up etc.   **5. Instruction**   * Instructing on the day to day safe use of workshop equipment * Demonstrating technical processes and techniques with a range of materials and equipment- wood/metal/plastics/plaster etc * Instructing on correct software usage – Corel/AutoCAD/Sketch Up   **6**. **Ensuring compliance with health and safety regulations**   * Assisting students on machine inductions for Health and Safety certificates * Instruction on save use of hand tools * Maintaining and updating COSHH data * Checks of machinery, equipment and emergency stops and signage to ensure compliance with health and safety regulations * Dust compliance – routine maintenance of dust extraction   **7. To undertake such other duties as the Principal may request within reason.** |
| This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post. |

June 2018

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| **Person Specification** |
| **Job Title: 3D Design Instructor/Technician** |
| **Essential Criteria:**  **Knowledge required**:   * Ability to creatively support students individually and in small groups * Ability to organise and maintain workshop machinery and equipment both traditional and digital * Working knowledge (or willingness to learn) of CAD processes – 3D printing/laser cutting. Programmes currently used- Corel draw, AutoCad, Sketch up and Photoshop * Awareness of current health and safety issues in an educational workshop environment   **Experience required**   * Worked in a technical support role with students and staff * Ability to work as member of a team * Ability to take initiative once securely in role * Organised and reliable, an ability to get the job done * Awareness of Health and Safety relevant issues and those particular to this age group |

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| **Department Information** |
| **The Visual Arts Department**  Varndean College offers a broad range of visual arts courses at A level, including fine art, graphic design and 3D design, textiles and photography. International baccalaureate and GCSE Photography and BTEC level 2 courses are also offered in Art & Design.     * Consistently high pass rates * High standard of student work * Lively and effective teaching * Good progression to further studies * Well managed curriculum area     (OFSTED INSPECTION) |