**JOB DESCRIPTION**

**JOB TITLE: Technical Demonstrator- Photography**

**RESPONSIBLE TO:** Teacher I/C Photography and Director of Art, Photography & Design Technology

**RESPONSIBLE FOR:** N/A

**PURPOSE OF THE POST:** The Technical Demonstrator will have a highly varied role assisting teaching staff and facilitating the needs of students within specific technical disciplines in Photography.

**KEY DUTIES:**

**Support to the teaching staff in all areas of thePhotography department**:

* Supervision of specific workshop activities, relating to Photography, undertaken by both staff and pupils.
* Proactively, flexibly and supportively assisting with pupils’ needs as appropriate throughout the school day, providing aesthetic and technical guidance and support within specific technical area of Photography, as directed and required;
* Oversee groups of students working within the studios and /or workshops, with and without academic staff attendance during lesson times or during Co-curricular activities
* Assist with the storage of student work.
* Preparation of works for exhibition both in department and around the school.
* Assisting with printing and mounting of digital images;
* Supervising, demonstrating and guiding pupils individually and in groups in the preparation of Photographic materials as directed in a technical support context;
* Liaising with colleagues in the faculty and throughout the school;
* Attending departmental meetings and whole-school briefings, as required;
* Provide support to teaching staff within Photography to facilitate student learning as required;
* The management of materials, equipment and monitoring control of stock within particular technical areas relating to Photography.
* General administrative work within the department as directed.

**Maintenance and Safety**

The post holder must ensure that:

* Specific equipment is maintained and in a fully functioning state as required by H&S legislation and report any issues.
* Carrying out minor repairs to specific equipment or arranging for repairs, where necessary.
* The borrowing of equipment and materials by students from specific areas is recorded and monitored.
* Undertaking H&S training to meet the needs of the department, including first aid.

**Preparation of materials required for pupil lessons:**

**Maintenance and Safety**

* Preparing equipment and materials within photography, as directed;
* Ensuring that Photographic workshops and studios are fully equipped, clean, tidy, safe and organised. This will involve some mundane and repetitive tasks examples might include keeping the darkroom working areas tidy and washing down surfaces;
* Organising storage of work in progress for each student in consultation with other departmental staff
* Assisting in the preparation of rooms and resources for the department during lesson times, in exams and in preparation for assessment and exhibitions.

**Maintenance of stock items and responsible for ordering stock:**

* Receiving deliveries, unpacking and keeping the stock rooms tidy within the specific areas of responsibility relating to Photography;
* Monitoring materials and progress regular stock takes within specified areas; and inform the senior technician of orders required.
* Provide information for student recharges.

**PERSON** **SPECIFICATION: Technical Demonstrator- Photography**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Education and Qualifications | * Good standard of education
 | * Art/Photography qualifications
 |
| Experience, Knowledge and Understanding | * A real passion for Photography and in supporting the development of pupils in this area of the curriculum
* ICT skills sufficient to fulfil the needs of the post
* Good knowledge of Photographic techniques and materials
* Experience in a similar role and/or within the field of education
* An enthusiasm for working and facilitating the creative development needs of young people.
 | * Knowledge and understanding of Health and Safety procedures and requirements
* Willingness to hold a First Aid certificate
* Willingness to update and maintain a personal practice in the context of Art/Photography.
 |
| Role Related and Personal Skills | Able to:* communicate clearly, concisely and logically both verbally and in writing to staff and students
* be flexible with excellent interpersonal skills
* work independently and as part of a team
* plan and prioritise work load individually or as part of a team to meet objectives
* use both computer and paper data systems to keep records and all relevant documentation
* To be a member of a friendly yet hard working team and share and contribute to the ambitious vision of the department.
* To possess a positive, can do attitude.
* To present a calm and measured disposition when under pressure.
 |  |
| General | * A highly flexible approach to hours and duties
* The desire to undertake further training as may be required in order to properly perform the duties in a changing and challenging environment
 | * Understanding of working in a boarding school environment
 |

**GENERAL REQUIREMENTS:**

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the College to enable it to comply with its legal duties for Health and Safety.

Malvern College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment.  Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

**MALVERN QUALITIES:**

All staff are expected to model and promote our Malvern Qualities which are:

* Resilience
* Self – Awareness
* Open-mindedness
* Kindness
* Collaboration
* Risk-Taking
* Curiosity
* Ambition
* Independence
* Integrity
* Humility

**APPLICATIONS:**

Full details of working at Malvern College and our Application form can be found on our website: [www.malverncollege.org.uk/job-vacancies](http://www.malverncollege.org.uk/job-vacancies)

Please forward your completed & signed application form by the closing date of **noon on Monday 3 June 2019** either by email to humanresources@malverncollege.org.uk or by postto: Human Resources Department, Malvern College, College Road, Malvern, Worcestershire. WR14 3DF.

***You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process.***

***Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people.***

***Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.***

**May 2019**