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**TITLE:** HPS Technician

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**GRADE:** NCC Support Grade 5

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**RESPONSIBLE TO:** Curriculum Manager

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## **PURPOSE OF JOB:**

- To provide an efficient and effective support service to lecturing staff and students, including their supervision, instruction and assessment.
- To work effectively as a member of the team, liaising with the Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

## **MAIN TASKS AND RESPONSIBILITIES:**

### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other staff:**

2.1 To participate in College-wide projects and tasks.

2.2 To work in other support services areas to meet the specific needs of workload peaks.

2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

## **3. Particular to the Post:**

### **Studio Maintenance and Organisation**

3.1 Keep the pottery studio clean, organized, and safe for students and staff.

3.2 Ensure that all equipment (kilns, pottery wheels, work surfaces) is in working order and maintain an inventory of tools, materials (clays, glazes, etc.), and supplies.

### **Kiln Management**

3.3 Load and unload kilns for student work.

3.4 Monitor and control kiln firing schedules (bisque/glaze).

3.5 Troubleshoot and resolve kiln issues, and keep records of firing temperatures, results, and maintenance.

### **Material Preparation and Supply Management**

3.6 Mix glazes, clays, and other materials as needed.

3.7 Ensure that materials are properly stored and labelled.

3.8 Prepare and replenish raw materials, ensuring that students have access to necessary supplies.

3.9 Manage stock levels and order materials when required.

### **Health and Safety Compliance**

3.10 Ensure that students follow safety procedures while working in the pottery studio.

3.11 Provide safety briefings and guidelines on equipment use (e.g., kilns, pottery wheels, etc.).

- 3.12 Regularly check the studio for potential hazards (e.g., broken tools, improper ventilation).
- 3.13 Maintain and update risk assessments and COSHH on the online register.

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- 3.17 Maintain and update risk assessments and COSHH on the online register.

#### **Technical Support and Guidance**

- 3.18 Offer technical assistance to students with their work, including advice on glazing, wheel throwing, hand-building, firing, and troubleshooting and demonstrate proper techniques when needed.
- 3.19 Provide troubleshooting support for problems such as glazing issues, cracks, or clay consistency.

#### **Classroom and Workshop Support**

- 3.20 Assist Tutors with class setup, preparation and demonstrations.
- 3.21 Support students during workshops, ensuring that each has the necessary equipment and space.
- 3.22 Provide opportunities for students to collect fired work outside of class times.

#### **Equipment and Tool Maintenance**

- 3.23 Regularly inspect, repair, or replace damaged or worn-out tools and equipment and arrange maintenance and service pottery wheels, kilns, and other machinery.

#### **Admin and Reporting**

- 3.24 Communicate with the administrative team about material needs and studio issues

### **4 Person Specification:**

- 4.1 Level 3 in a relevant subject (un-related subjects may be considered if Industry experience is of a high standard).
- 4.2 Relevant industrial experience and/or experience of working in a similar role in an educational environment.

- 4.3 Excellent interpersonal and organisational skills.
- 4.4 An awareness and understanding of the specific needs of adult students from a variety of backgrounds and the ability to respond to those needs positively and sensitively.
- 4.5 Experience of working as a member of a team and evidence of ability to work effectively with colleagues.
- 4.6 Ability to work un-supervised on projects with tight deadlines.
- 4.7 An understanding of, and commitment to, equal opportunities policies and practical ideas for their implementation in this post.

**Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.