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| **Job Description** |
| **Job Title:** Visual Arts Technician  **Department:** Visual Arts  **Contract:** Fixed Term one year starting in September 2019  **Hrs:** 28 hours per week, term time plus 1 week (40 weeks)  **Grade:** SFCF Support Spine Band 3, £18,780 - £20,765 pro rata pa  **Responsible to:** The Principal through Head of School and Head of Visual Arts**.** |
| **Main Purpose of Job:**  **To support the teaching of Visual Arts within the College through effective preparation, maintenance and administration. To give technical support to students and staff.** |
| **Principal Duties & Responsibilities:**  **1. Preparation**   * Of materials and chemicals for use in teaching * Of studios and equipment * Of displays and exhibitions   **2. Maintenance**   * Of tools including routine servicing and repair of photographic/video and other equipment * Of studio areas and edit facilities to enable effective teaching   **3. Administration**   * Of reprographic and filing duties, mainly associated with Technician role * Ordering equipment and materials for the department * Booking out equipment for student groups   **4. Support**   * Assisting students with specific tasks * Advising students and tutors on technical matters * Supervising students for computer based programmes eg photo shop, editing and teaching * Assisting students with graphics, video, audio coursework   **5. Instruction**  **>** Explaining use of equipment and specific software techniques and programmes  **6.** Ensuring compliance with health and safety regulations  **7.** Toundertake 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 2019

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| **Person Specification** |
| **Job Title: Visual Arts Technician** |
| **Essential Criteria:**  **Knowledge required**:   * Well-developed understanding of traditional wet darkroom and analogue cameras * Understanding of Adobe Photoshop/Lightroom/inkjet printing/digital workflow * Management of equipment including cameras, tripods, lenses etc * Ability to creatively support students individually and in small groups * Ability to support wider Visual Arts provision   **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 |

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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 communication, Three dimensional design, Photography and Textile design. We also have GCSE Photography and BTEC Art and Design at level 2 and International Baccalaureate Art.   * Consistently high pass rates * High standard of student work * Lively and effective teaching * Good progression to further studies * Well managed curriculum area     (OFSTED INSPECTION REPORTS 2012 & 2018) |

**General Terms and Conditions of Employment –** Visual Arts Support Technician

1. **Contract**

The successful candidate will be offered a permanent, (39 weeks- term time + plus 1 week during the College summer holiday period= 40 weeks per year) support staff contract of employment.

1. **Working hours/working weeks**

This post is part-time, 28 hrs per week. It is a part year contract for 40 weeks per year, working during College term-time plus one week during the summer holiday period.

1. **Salary**

This post is paid at Band 3, point 22-25 of the SFCA Support Staff pay spine, currently £18,780-20,765 per annum (pro rata). Actual salary is £12,353.41pa. Salaries are paid monthly by BACS payment on the last working day of the month.

1. **Holiday Entitlement**

Term-time members of staff are paid their leave entitlement as salary in addition to their working weeks. This postholder will work for 39 weeks and will be paid for 45.2 weeks. This is based on an annual leave entitlement of 24 days holiday, plus 2 extra days at Christmas and 8 bank holidays (pro rata for part-time staff).

1. **Pension Entitlement**

All employees automatically become members of the Local Government Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute a percentage of their pensionable pay, according to their salary. Varndean College will make a further contribution of 17.5% of the pensionable pay.

1. **Notice Period**

You are entitled to 1 week’s notice for employment under 2 years and thereafter 1 week’s notice for each year of continuous employment up to 12 years. You are required to give 1 month’s notice.

1. **Pre-appointment Checks**

This appointment is subject to satisfactory references, an enhanced DBS check, health clearance, evidence of right to work in the UK and presentation of original qualification certificates (where required).

1. **Probation**

A six*-*month probationary period will apply to this post.

1. **Protection of Children and Vulnerable Adults**

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The nature of this post requires the College to undertake an enhanced Disclosure and Barring Service check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974**

**12.06.2019**