

# JOB DESCRIPTION

**POST TITLE:**           TECHNICIAN - 3D ART AND DESIGN (80%)  
**POST NUMBER:**    WREQ3581  
**GRADE:**             HAY 10

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## JOB PURPOSE

To provide technical support in the area of 3-Dimensional Design and Sculpture, to all students and staff within the Faculty of Creative Arts.

## KEY TASKS AND DUTIES

Duties generic to all Creative Arts Technicians:

- To maintain and provide technical support for area/s of specialism, including testing and setting up equipment.
- To support students who wish to realise their creative outcomes within the 3D workshop and wider studios.
- To plan and deliver induction programmes on safe use of equipment to ALL student cohorts timetabled into the 3D workshop.
- To supervise and demonstrate technical and practical skills to students and ensure the safe use of workshop equipment is adhered to.
- Deliver support & training in line with schemes of work, session plans, and employer overviews.
- To undertake servicing and maintenance of equipment within the 3D workshop and to arrange repairs when required to ensure safe working practices are maintained.
- To prepare resource areas and teaching aids for staff.
- To fully support teaching in the 3D workshop to ensure learner opportunities are maximised.
- To supervise through collaboration with academic staff, the ordering and control of consumable materials and equipment as required by the area and maintain an inventory.
- To abide by and work within the College Health and Safety Policy, carry out risk assessments and ensure students also work within the policy.
- To assist with internal and external activities such as open evenings, shows, exhibitions and performances.

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- To undertake other duties that may be required and are commensurate with the grade of post.
- To comply with Information Security requirements, in line with Weston College policy.

## **SUPERVISORY RESPONSIBILITY**

The post holder may be required to give technical instructions to students and other approved users in the specialist area/s.

## **SUPERVISION RECEIVED**

Day to day supervision will be exercised by the appropriate Curriculum Manager. Overall, the post holder is responsible to the Dean of Faculty for Creative Arts.

## **HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Support staff applies.

### **SALARY**

Hay 10 Scale, Points 18 – 21: £14,956.80 to £16,668.00 per annum (actual).

### **HOURS**

Hours of attendance: Part-time, 29.6 hours per week

Annual Leave: 225.2 hours per annum inclusive of statutory bank holidays and company closures (actual).

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

***Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
A National Diploma or equivalent level 3 Qualification in Creative Arts.	✓	
A Higher Education Qualification which is appropriate to the work.		✓
Up to date knowledge of tools and equipment pertinent to a 3D multi skills workshop.	✓	
Relevant experience.	✓	
Highly motivated.	✓	
Excellent organisation skills.	✓	
Ability to work as part of a team.	✓	
Working knowledge of use of one or more of the following; <ul style="list-style-type: none"> <li>• Laser Cutting technologies.</li> <li>• Plasma Cutting technologies.</li> <li>• 3D Printers and 3D Printing.</li> <li>• Torch based Welding.</li> </ul>		✓