

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

Technician: Visual Arts & Design (0.5) - Print / Textiles / Fashion specialism
Term time contract over 39 weeks per year
Directorate of Creative Arts
VBSS21.32

1. The Appointment

The Creative Arts Department has a wide range of vocational programmes from Entry Level to level 3 including both vocation qualifications and an apprenticeship programme. The Creative Arts department comprises of Media, Music, Art and Design and Performing Arts provision and has its own commercial theatre.

As Technician for Art and Design you will have a specialism in the areas of Print, Textiles and Fashion However, you will also be able to support other aspects of the art and design curriculum. As such you will be responsible for supporting staff and learners across the curriculum area and assist in various art and design processes. You will also be responsible for the maintenance, distribution and storage of consumables, tools and equipment related to the vocational area. You will manage an effective and efficient storage systems, maintain specialist tools, equipment and machinery to ensure staff and students have access to working and maintained resources at the right time for delivery and projects.

You will be responsible for ensuring all equipment is logged in and out and is ready for collection and return at agreed times and ensure that all equipment is fit for use and returned in good working order.

You will support delivery teams and student groups by setting up a variety of resources and teaching aids and you will manage the safe operation of specialist facilities and ensure all resources, facilities and equipment comply with Health and Safety regulation. You will also ensure all specialist areas and facilities are clean and tidy and comply with Health and Safety regulations.

You will be responsible for ensuring all equipment is maintained and ready for use and be required to undertake essential minor maintenance tasks. Larger or more specialist maintenance tasks will be completed by specialist companies arranged by the technician and/or college estates team.

You will be responsible for updating health and safety documentation and follow health and safety guidance.

You will assist the teaching teams in preparation of equipment, areas and workshops as well as supporting staff and students with the use of such equipment and processes within workshop settings.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To manage the Print / Textiles / Fashion area in order to support the delivery of a range of art and design related courses.
- b) To support the management of other specialist facilities and specialist areas and equipment.
- c) To set up specialist Print / Textiles / Fashion equipment for the use of techniques and equipment such as lino, etching, collagraph, silk screen, paper making, stitch, felting, dying, heat press, batik as required.
- d) To prepare, blast and clean silk screens and to mix dyes and devoré paste.
- e) Maintain sewing machines, both domestic and industrial.
- f) To support delivery teams and student groups by setting up a variety of resources and teaching aids, supporting tutors and students within workshop settings with the delivery of art and design related programmes of study.
- g) To manage the storage and distribution of equipment and resources.
- h) To operate an effective system for distribution and returns system for specialist equipment used by students and / or staff.
- i) To keep an effective signing out / in system for all equipment.
- j) To ensure all equipment is stored safely and securely.
- k) To assist in the preparation of teaching aids, equipment and materials in the organising of workshops/practical areas.
- l) To inspect, repair and maintain relevant equipment and to carry out routine maintenance of relevant equipment. Where more major maintenance or repair is required, liaise with the appropriate manager to ensure a timely resolution.
- m) To advise on ordering a range of specialist consumable materials and resources as required.
- n) To organise the storage and stock control of all relevant materials, checking deliveries with delivery notes and storing equipment.
- o) To keep an up to date inventory of store stock and to organise the storage and stock control of all relevant materials, checking deliveries with delivery notes and storing equipment.
- p) To maintain a range of specialist studios and equipment including print, textiles and fashion related hardware, as well as other related art and design specialist areas where required, and to produce maintenance schedules as and when required, keeping to deadlines.
- q) To meet regularly with staff in order to identify key tasks and roles.
- r) To advise staff and learners in safe working practices and manage health and safety documentation.
- s) To construct and prepare teaching support materials.

- t) To provide basic instruction to students on appropriate skills or equipment relating to the vocational area that will support students' learning. This will be under the supervision of an appropriate tutor or Learning Advisor.
- u) To help with any relevant enrichment activities and work with other staff to support events or projects such as the Arts Festival.
- v) To prepare and assist with student performances, displays or exhibitions, showcase, competitions, both internally and externally as required.
- w) To maintain and update as necessary wall and corridor displays and noticeboards and support with the general upkeep of the art and design and wider Creative Arts area.
- x) To adhere to and enforce appropriate Health, Safety, Environmental legislation, COSHH and Fire Precaution requirements.
- y) To carry out Health and Safety audits in the workplace and monitor candidates' health and safety
- z) To meet regularly with staff in order to identify key tasks and roles.
- aa) To ensure the store and specialist areas are clean, tidy and fully comply with Health and Safety requirements.
- bb) To participate in staff development activities and meetings as required.
- cc) To maintain learner discipline and support delivery staff in recording learner attendance progress and achievement.
- dd) To assist in portfolio presentation and preparation for assessments, interviews or verification.
- ee) To collaboratively work with curriculum and support areas across all college teams, contributing to meetings, planning, development, review and evaluation of training provision.
- ff) To work with students on a 1:1, small group or whole group basis to support their learning and development within Creative Arts.
- gg) Any other duties that may reasonably be regarded as commensurate with the responsibilities.

2.2 Other Responsibilities

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications: | | |
| Level 4 qualification or higher in a related area e.g. degree | | ✓ |
| Level 3 qualification in a related area | ✓ | |
| Maths to at least level 2 | ✓ | |
| English to at least level 2 | ✓ | |
| IT to at least level 2 | | ✓ |
| Experience | | |
| Vocational Skill and or experience in a range of printing/ textile techniques and equipment including lino, etching, collagraph, silk screen, paper making, stitch, felting, dying, heat press, batik, devoré | ✓ | |
| Experience of working in other art and design related specialisms | | ✓ |
| Experience of preparation and cleaning of silk screens and to mix dyes and devoré paste | ✓ | |
| Experience of repair and maintenance of specific Print / Textiles / Fashion related hardware and equipment | ✓ | |
| Experience of working in a team | ✓ | |
| Experience of providing support in an educational setting | | ✓ |
| Experience of stock control and store keeping | | ✓ |
| Skills /Knowledge | | |
| Skills and knowledge of printing/ textile techniques and equipment including lino, etching, collagraph, silk screen, paper making, stitch, felting, dying, heat press, batik, devoré | ✓ | |
| Skills and knowledge of print / textiles / fashion related health and safety including COSHH and risk assessment | ✓ | |
| Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance | ✓ | |
| Demonstrable skills and knowledge of working in other art and design related specialisms | | ✓ |
| Willingness to develop skills, knowledge and understanding of a range of other art and design related specialisms | ✓ | |
| Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance | ✓ | |
| Excellent organisational skills | ✓ | |

| | Essential | Desirable |
|---|-----------|-----------|
| Basic repair and maintenance of specific print / textile / fashion related equipment including sewing machines, domestic and industrial | ✓ | |
| Planning and organisation | ✓ | |
| Ability to work independently and as part of a team | ✓ | |
| Good levels of customer care | ✓ | |
| Knowledge and familiarity with a range of specialist equipment relevant to the vocational area | ✓ | |
| Qualities/Approach linked to college values | | |
| Demonstrate a positive approach to equality and diversity and customer service | ✓ | |
| Demonstrate an ability to take responsibility for own and others Health and Safety at work | ✓ | |
| Demonstrate a commitment to safeguarding and promoting student welfare | ✓ | |
| Excellent communication skills | ✓ | |
| Flexible and professional approach | ✓ | |
| Ability to work as part of a team to achieve common objectives | ✓ | |
| Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers. | ✓ | |

4. Position within the College

The post-holder will report directly to the Head of Department for Creative Arts.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services term time contract.
- b) The salary will be VBSS Band 3, £17,566 per annum (pro rata for part time hours and to the term time contract over 39 weeks per year).
- c) You will be entitled to 25 days leave, plus bank holidays (pro rata equivalent for part time hours).
- d) You will be required to work 18.5 hours per week on a flexible basis.
- e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any West Nottinghamshire College site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to return their application form by **5.00pm on 31st July 2021.**

Interviews are scheduled to take place on **Thursday 12th August 2021.**

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check. The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.

It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.