

Rochdale
sixth form
college

JOB DESCRIPTION & PERSON SPECIFICATION:

Art and Media Technician



**OFFICIALLY
OUTSTANDING**

Job Description

Job Title:	Art and Media Technician
Reports to:	Subject Leader of Art, Music, Film and Media
Remuneration:	Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience. The salary for this post is SCP 16 – 19 £16,400 - £17,400. Appointments made on scale point 17 or below will be topped up to the living wage of £16,880 per annum
Contract:	Full Time – Permanent – 37 hrs per week
Start Date:	Immediate

Overall Purpose of the Post

The Art and Media departments have been heavily invested in at Rochdale Sixth Form College. The Art department has a range of first class specialist facilities and studios and the Film and Media department houses a state of the art Mac editing suite. High quality practical and technical support is therefore needed to support the teaching of A level Art & Design and Film & Media Studies.

Key Duties

- Heavy lifting, building (plinths, stage sets, etc.), working in collaboration with our Estates team for general duties.
- To prepare tools, equipment & materials for use in practical classes and setting up demonstrations.
- To support students in both art and media classes under the direction of the class teacher.
- Provide workshop support to students.
- To offer practical advice/technical support to teachers and students in all art areas such as textiles, photography (dark room), kiln, 3D design, fine art and graphics.
- To offer practical advice/technical support to teachers and students in all media areas such as photography, broadcasting, film print, and digital/web based media.
- To retrieve, dismantle & clear away equipment.
- To maintain & clean the equipment including the general workshop services & facilities.
- To report all faulty equipment to the subject teachers and/or Subject Leader of Art, Music, Film and Media.
- To take a lead in the organisation, storage and monitoring of equipment & maintenance/reordering of stock.
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- To participate in the maintenance of satisfactory standards of Health & Safety & Security.
- Demonstrate how to use equipment in line with Health & Safety/COSHH.
- To support teaching staff in maintaining a high quality learning environment.
- To inspect, maintain & assist in the correct use of safety equipment.
- To undertake other duties as required by the Principal or his designate.
- To undertake AV work across the college as required.
- To take a lead in supporting preparation of the Art Exhibition.

Support for the College

The Art and Media Technician will

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the college ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Support college events such as Open Days, Parents' Evenings and Enrolment as required.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment conditions

RSFC belongs to the Sixth Form Colleges' Association (SFCA) and as such has adopted the SFC's agreed support staff conditions of service.

Other

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

Person Specification

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview and/or Task
QUALIFICATIONS AND EXPERIENCE				
1.	Level 2 (GCSE A* - C) or equivalent in English and Maths.	E	√	
2.	Art/Media related degree.	E	√	
3.	Working knowledge/expertise of media/editing software programmes such as Logic Pro, Pro-Tools, Final Cut Pro and Photoshop.	E	√	√
4.	Experience of working in an educational setting and to work on a one to one basis with students.	D	√	√
5.	Ability to operate digital video and stills equipment.	E	√	
SKILLS AND KNOWLEDGE				
6.	Possess excellent ICT skills.	E	√	√
7.	An enthusiastic, dynamic, positive, high profile and encouraging presence.	E	√	√
8.	Interpersonal and communication skills of a high order.	E	√	√
9.	A commitment to undertake additional training and professional learning.	E	√	√
10.	Ability to work under own initiative and be self-motivated.	E	√	√
11.	A keen interest in the field of Art and/or Media	E	√	√
12.	Ability to work effectively as part of a team and individually.	E	√	√
13.	Ability to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the College as requested.	E	√	√