

Job Description

Group Member:		Leeds City College	
Job Title:		Technical Demonstrator – Creative Arts	
Reports to:		Programme Manager	
Job Grade	LEG B	Department	Creative Arts

SPECIFIC ROLE RESPONSIBILITIES:

1. Support learners to produce work using specialist techniques.
2. Demonstrate technical techniques, technology and equipment to students as required by teaching staff to support study programmes.
3. Prepare and maintain the facilities and equipment to a high standard and ensure that the area and learners are compliant with all relevant Health and Safety Legislation including COSHH regulations.
4. Maintain and organise teaching spaces in relation to curriculum need.
5. Introduce new techniques and technologies relevant to subject area.
6. Prepare facilities and equipment for teaching.
7. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. Assist in the delivery of the technical elements as directed by teaching members of staff.
2. Order consumables and equipment for curriculum area.
3. Oversee the technical aspects of students work and use of specialist resources and equipment across the curriculum.
4. Liaise with stakeholders and external practitioners.
5. Keep abreast of new technologies and demonstrate new equipment to students.
6. Facilitate small groups of students in technical workshops and support independent learning sessions.
7. To cover the counter in instances of staff absence, or to cover breaks.
8. Maintain equipment.
9. Any other duties that are specific to the department.
10. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

DEPARTMENTAL RESPONSIBILITIES:**Photography & Graphic Design**

Manage the day-to-day requirements of the photography facilities. Coordinate the repair, replacement and updating of tools and equipment.

Design and deliver student facing workshops and demonstrations that support students in successfully meeting learning outcomes, and assist staff in updating their technical skills.

Proficiency in the Adobe Creative Suite and its photographic industry standard applications (i.e. photoshop and lightroom).

Supporting students in the darkroom and in all studios (including classrooms) during the independent stage of their projects with technical assistance.

Preparing and assisting staff and students in function of the darkroom i.e. mixing processing and developing chemicals and checking enlargers are all in working order.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	A relevant qualification in Creative Arts	A
D	An IT qualification	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. A current creative practice with a public outlet	A / I
D	EK2. Experience working with students both independently and as a group	A / I
E	EK3. Experience demonstrating specialist techniques to groups of students	A / I
E	EK4. Experience of working professionally in the creative industries	A / I
E	EK5. Knowledge of Creative Software such as the Adobe Suites	A / I

E	EK6. Knowledge of PC, Mac OS X and Apple Mac Computers	A / I
D	EK7. Ability to lead on the technical aspects of setting up exhibitions, galleries or performances	A / I
E	EK8. Experience with Analogue & Digital Photography Equipment and knowledge of Dark Room and Studio Technologies	A / I

Skills and Competencies

Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to set up, maintain and operate specialist facilities and equipment	A / I
E	SC2. Excellent Organisational Skills	A / I
E	SC3. Ability to work in a team or independently	A / I
E	SC4. Ability to work to tight and conflicting deadlines and with young people whilst maintaining a positive outlook	A / I

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I