Job Description and Person Specification

Instructor/Technician in 3D Art & Design

Team: Creative Media & Perfoming Arts

Reports to: Teaching & Learning Manager

Location: Chichester

Job Purpose

- To work collaboratively and innovatively with staff to develop and review programmes, ensuring a high quality of provision in response to student needs.
- To instruct and supervise students to ensure success in theory and practical sessions and assist with student assessments.
- To ensure that student needs are met in a responsive way in line with the concept of inclusive learning.
- To provide technical support to staff and students, including safe use of equipment.
- To be responsible for the daily operation of the workshop equipment, teaching resources and the preparation and supervision of designated areas.
- To ensure that Health and Safety guidelines are adhered to.
- To undertake duties of a Health & Safety representative, as required.

Key Responsibilities

- To undertake administration related to course requirements and provide reports and statistics as required.
- To participate in marketing activities and promote the College for the purpose of gaining sponsorship, advertising, good public relations and increased recruitment.
- To liaise with Additional Support in specific cases to ensure students get appropriate support.
- To participate in curriculum area, College, employer/parent functions, reviews, meetings and promotional activities, as required.
- To organise daily activities within the learning environment, including the preparation and maintainance of resources, services and housekeeping.
- To provide assistance to individuals or groups of students within the learning environment.
- To implement and maintain the regulations of the Health and Safety at Work Act and the Control of Substances Hazardous to Health legislation, including the reviews of health and safety policies and procedures in the workplace and undertake risk assessments.
- Participate in course review activities and the generation and implementation of new resources and action plans.
- Monitor and maintain equipment and prepare replacement plans.
- Order and stock take materials and equipment and provide feedback to suppliers as appropriate.
- Clean and maintain working spaces, develop a working environment and provide technical support and assistance for projects.

- Distribution and collection of tools as required on a daily basis.
- Be able to demonstrate 3D software to learners.
- Maintain and update asset registration.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Experience		
Relevant industrial/subject experience	Essential	Application Form/ Interview/ Assessment
Following/applying Health and Safety procedures	Essential	
Maintaining relevant equipment	Essential	
Ordering supplies, and maintaining stock levels	Essential	
Administrative experience	Desirable	
Instructing groups in a practical environment	Desirable	
Working within Further Education	Desirable	
Knowledge		
Working knowledge of 3D software such as CAD, SketchUp and After Effects	Essential	Application Form/ Interview/ Assessment
Microsoft Office applications	Essential	
Health and Safety legislation	Essential	
Equality Act 2010	Desirable	
Application of digital technology to learning	Desirable	
Understanding of virtual learning environments and on-line learning	Desirable	
An understanding of safeguarding vulnerable groups	Desirable	
Qualifications		
Level 2 Qualification in the relevant subject area	Essential	Application Form/ Certificates
Level 2 in literacy and numeracy, or willingness to work towards	Essential	
Level 3 Qualification in the relevant subject area	Desirable	
Assessor or Verifier units	Desirable	
A relevant teaching qualification (e.g. Certificate in Education, PGCE, Level 5 Diploma in Teaching)	Desirable	
Skills and Abilities		
Competency in using the relevant tools/equipment	Essential	Application Form/ Interview/ Assessment
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to manage challenging behaviour	Essential	
Ability to solve problems and make decisions	Essential	

Attributes		
Flexible in approach	Essential	Interview
Methodical	Essential	
Innovative and creative in meeting the needs of learners	Essential	
Committed to student support	Essential	

Other Requirements		
To obtain an appropriate teaching qualification as defined by the Corporation	Essential	Interview/ Checks and Clearances
To undertake continuing professional development	Essential	
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	18.5
Working weeks per year:	52
Salary range:	Pro rata of £26,500 - £26,597 per annum (i.e. £13,250 - £13,298.50)
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 92.5 hours (25 days pro rata) per annum, rising to 103.6 hours (28 days pro rata) with each complete year of service as of 31 December, plus 29.6 hours (8 bank holidays pro rata) per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.