

JOB DESCRIPTION

JOB TITLE:	Ceramics technician
DEPARTMENT:	Arts and Science
REPORTING TO:	Head of Faculty

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

To support the delivery of teaching and learning within the art and design curriculum with specific responsibility to ceramics.

To support the health and safety protocols in the department and reinforce these with staff and students.

Main Duties

1. Assist in the setting up and use of necessary equipment and resources, required by teaching staff for the delivery of effective teaching and learning in the team.
2. Plan the schedule for and complete the firing of ceramic work in conjunction with the teachers scheme of work.
3. Load and unload kilns safely and following the protocols for clay temperatures
4. Routinely tidy and organise specific workshops, teaching spaces and storage areas including the kiln room.
5. Monitor stock levels and control the issue and return of resources.
6. To identify and order consumable items after consultation with the budget holder.
7. Support additional student activities (preparations for shows, productions, exhibitions, and display of work). This may entail working unsociable hours, which will be accomplished through the working of flexible time to meet College requirements. (Time off in lieu will be agreed as appropriate)
8. Assisting in the fabrication of materials for productions/exhibitions or other College events within the team. To ensure where possible, materials are recycled for further use and disposed of in line with safe working practices.
9. Assisting in the maintenance of equipment including updates to the asset register.
10. To be confident in the protocols of Health and Safety across the department and reinforcing these with students and staff as required.
11. To participate in the Risk Assessment process for the department and contribute to the colleges improvement in this area.
12. To assist with fire evacuation procedures as required.
13. To support the annual mechanical and electrical safety tests of all electrical equipment managed by the team, ensuring the test results are downloaded to the PATs Central Registry.
14. Complete annual inventory checks on equipment held and managed by the team
15. To assist with first aid duties as required.
16. To attend appropriate Directorate and College meetings as requested and assist with the development of new curriculum initiatives and teaching methods in accordance with curriculum planning.
17. To comply with the College's policies and procedures including Health and Safety Legislation, Safeguarding Children and Vulnerable Adults, Prevent and Equality and Diversity.

18. To comply with the requirements of the General Data Protection Regulation (EU) 2016/679 (“GDPR”). It is the responsibility of individual staff members to protect data and to take all reasonable steps to ensure data are kept securely.
19. To operate within the College’s inclusive learning ethos and to work constructively with any learning support provision.

The following duties are ones which all staff are required to perform:

- To be committed to safeguarding and promoting the welfare of children and young people.
- Always observe health and safety procedures and work safely.
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and developments in your role and to participate in annual appraisal and review processes.
- Always adhere to the Staff Professional Code of Conduct as a representative of the College and to comply with all college policies and procedures.
- Undertake any other duties as required by the Principal or your Manager, which are commensurate with the level of your post, to meet the changing needs and demands of the College.

A = Application, I = Interview, T = Test

PERSON SPECIFICATION	Essential (E) Desirable (D)	Method of Assessment
QUALIFICATIONS		
• Degree in 3D or ceramics OR technical qualification in Ceramics	E	A
• Certificate in Health and Safety or equivalent training	D	A
• First Aid Certificate	D	A
EXPERIENCE		
• Experience of working in ceramics studio or workshop	E	A/I
• Knowledge of specialist ceramics processes including glazing and firing	D	A/I/T
• Experience of applying safe working practices in working in ceramics, including following COSSH guidance and completing risk assessments.	E	A/I/T
• The ability to use power tools and good general DIY skills are essential.	E	A/I
• Knowledge and interest in developing use of computer technologies, working with AppleMacs and specialist software	D	I
• Experience of working in the education sector	D	A
KNOWLEDGE AND SKILLS		
• Commitment to and awareness of equal opportunities and safeguarding.	E	I
• Absolute commitment to the vision of maintaining the Good status of the college with students at the centre of teaching and learning.	E	I
• Committed to achieving excellent quality work and agreed performance targets and to achieving the highest standards of personal performance.	E	I

PERSON SPECIFICATION	Essential (E) Desirable (D)	Method of Assessment
• IT Skills	D	I
• Organisational skills.	E	I/T
PERSONAL ATTRIBUTES		
• Self-awareness and high levels of emotional intelligence.	E	I
• Enthusiasm	E	I
• Ability to work with and through colleagues to achieve shared goals.	E	I
• A good record of attendance and timekeeping.	E	I
• An appropriate professional appearance.	E	I
• Willingness to work one or more evenings.	D	I