

Post Title	Technician/Instructor in Art and Design
Location	Craven College, Skipton (Multi Site)
Rate of pay	Craven College Harmonised Pay Scale
Hours	22.5 hours per week (including 304 hours instructing per annum)
Responsible to	Head of Department
Special Conditions	<p>This post is subject to a probationary period of 6 months, upon successful completion of which the post will become permanent</p> <p>A full enhanced disclosure via the Disclosure and Barring Service (DBS) will be required for this post</p>
Closing Date	Sunday 28 September 2025
Interview Date	TBC
Post No.	B253

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. However please feel free to apply for futures roles as appropriate

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To assist with the preparation of equipment and resources to support the successful delivery of the curriculum in the Art and Design Area; maintaining, organising and servicing of machinery, tools and equipment. To provide an efficient and effective support service in the practical workshops and assessment areas.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To prepare workshop tools, equipment and resources ready for practical sessions in Art and Design, as requested in advance by the tutors;
- To assist with the security and storage of specialist tools, equipment and resources, assisting with the safe transportation of equipment for use within or outside the College;
- To provide technical assistance and support to lecturers when demonstrating practical activities;
- To ensure that all workshops, machinery, tools and equipment are maintained and kept safe and tidy, in line with Health and Safety requirements;
- To maintain accurate workshop records and stock control and raise orders for materials and equipment as required;
- To maintain an accurate tool and equipment inventory and implement a replacement or renewal policy, in line with College procedures;
- To maintain and organise servicing of machinery and to maintain appropriate service records;
- To dispose of any waste materials, in accordance with established guidelines;
- To administer and implement risk assessment procedures in conjunction with the Sector Leader, Head of School and relevant staff in line with Health and Safety requirements;
- To be aware of all Health and Safety requirements and precautions within the practical workshops and assist staff in the implementation of safe procedures and good practice;
- To work as an effective team member within the sector and wider college;
- In accordance with relevant schemes of work, instruct students in line with learning and curriculum plans, which have been designed with / and for them, in conjunction with designated programme tutor/s;
- To supervise student learning activities in a Learning Resource Centre, classroom, workshop, during field work, visits, placements or in any other designated learning situation;

- To support and provide educational guidance to students through the learning process and associated assessment activities;
 - To assess, monitor and mark student practical activities within the learning sessions;
 - To assist students with action planning and recording achievement where appropriate within the learning sessions;
 - To organise, adapt, and maintain learning materials and/or equipment;
 - To utilise learning resources effectively in order to enhance the student experience;
 - To attend Curriculum area, College and other appropriate meetings as required;
 - You will be expected to be fully conversant with and implement the College's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To assist in the work of other areas of the School of Creative Industries;
 - To participate in the College's appraisal scheme and undertake further professional development in line with the needs of the College;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and Maths (or willing to work towards completion within a specified time frame)
- Minimum of level 2 relevant vocational qualification;
- Minimum Level 3 Teaching Award in Education and Training, or willing to work towards;
- BA Degree Level 6 qualification in Photography, Fashion and Textiles, Surface Pattern; 3D Design, Graphic Design, Media Make up or Fine Art
- Expertise in operating a wide variety of Art and Design specialist tools, equipment and machinery, particularly in relation to photography, laser cutter, large format printer, 3D printer & photographic screen print. (Also, Fashion and Textiles, Surface Pattern, 3D Design, Graphic Design or Fine Art);
- Provide technical assistance, maintenance and management of resources, primarily in relation to photographic, laser cutter, 3D printer and photographic screen print resources. In addition, Fashion and Textiles, 3D Design and Fine Art tools and equipment. Ensure equipment and materials are in good condition, safe and ready for staff and students to use;
- Ability to organise and prioritise workload effectively to meet tight deadlines;
- Ability to work in a team and with students with a wide range of abilities and needs;
- Liaise effectively with college staff, students, external visitors and outside suppliers;
- Ability to move, lift or carry equipment; ability to work at heights;
- Current First Aid at Work qualification or willing to work towards;
- Self-motivated and enthusiastic, with good time-management skills;
- Knowledge and experience in relation to stock control and inventory;
- Practical knowledge of Health and Safety legislation, safe working practice and risk assessment;
- Experience of instructing or teaching;
- Ability to work flexibly to a consistently high standard on own initiative with minimal supervision;
- Excellent organisational skills with the ability to prioritise work to meet tight deadlines
- Ability to work effectively as a team member;
- Good interpersonal skills;

- Willingness to work flexibly around the needs of the College, including occasional evenings or weekends;
 - Full driving licence and access to an appropriately insured vehicle;
 - Qualified First Aider, or willing to work towards qualification;
 - Up to date IT skills, timely processing of orders and response to requests via email;
 - Willingness to support staff as required in other specialist areas within the School;
 - Willingness to undertake continual professional development and training, in line with the needs of the College.
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DESIRABLE REQUIREMENTS

- Health and Safety qualification;
 - First Aid qualification;
 - Ability to plan work programmes and supervise work experience students and apprentices with a range of abilities and needs;
 - Up to date experience of Tower scaffolding;
 - Specialist material knowledge such as fibre glass, carbon paste, silicone, rubbers textile fibres and transition metals;
 - Experience of mould making using plaster, matrix moulds, carbon paste and fibre glass;
 - Knowledge of working with specialist equipment such as airbrushes
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