

JOB DESCRIPTION - FOUNDATION DEPARTMENT TECHNICIAN

Reporting to:	Head of Department / Site Manager
Other Key Relationships:	Foundation Course Coordinator, Foundation Diploma sessional tutors, technical support staff and site team

PURPOSE

- To assist the Head of Department, the Foundation Course Coordinator and Foundation tutors in the day-to-day management of the Foundation studios.
- To work in liaison with the Head of Department, The Foundation Course Coordinator, tutors and other technical support staff on supporting students to achieve technically accomplished outcomes.
- To deliver workshop inductions in the Foundation building and to liaise with the school's workshop technicians on inductions to the main school facilities.
- To assist students on the practical logistics of projects, with reference to course deadlines.
- To work, in collaboration with the Head of Department, the Site Manager and relevant site technicians and studio staff, to maintain and develop workshops and equipment in the Foundation department
- To assist with the planning and installation of the Foundation Show (including overseeing risk assessment processes).
- To undertake other duties of a reasonable nature, as may be determined by the post holder's line manager.

ADMINISTRATION

- To undertake administration as required in relation to the management of the Foundation studios and Foundation workshops.
- To employ the Art School's processes for reporting on Health and Safety.
- To maintain effective and efficient communication within the department, including the Head of Department, Course Coordinator, tutors and students (including the use of email and the Art School's Moodle site when appropriate).
- To undertake the ordering of materials for the department and to order materials required for the running of projects in consultation with the Head of Department and in line with budgets available to ensure the smooth running of student sessions and personal projects.

HEALTH AND SAFETY

- To work with students and tutors from across the Foundation Department, ensuring that the Foundation facilities are a safe working environment for students and staff.
- To support the implementation of the Art School's Health & Safety policies in the department, working in liaison with the Site Manager, and to attend the termly Health & Safety meetings.
- To monitor the application of safety rules in the Foundation studios in relation to current guidelines and safe working practices.
- To collaborate with the head of Department, Tutors, the Site Manager and relevant members of the site team to ensure that the Foundation studios are adequately prepared for practical sessions and

ensure that they are kept in an appropriate condition.

- To liaise with tutors and the Site Manager on the organisation of training on, and maintenance of, equipment and tools; keeping records of student training/induction sessions; keeping full and accurate records relating to health and safety.
- To keep up to date and knowledgeable about health and safety regulations and protocols in relation to Art and Design practice and remain vigilant of any breaches, communicating with students, the Head of Department, the Site Manager, the Course Coordinator and tutors as appropriate

MISCELLANEAOUS

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behavior by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the post holder.

REFERENCE DOCUMENTS:

- Staff Support and Development Handbook
- Staff Professional Code of Conduct
- FAD Academic Staff Guidelines
- Studio Codes of Practice
- Student Charter
- Student Handbook and UAL Programme Specification
- Art School Moodle
- Art School Website
- Disability Support Guidelines
- Foundation Studios Risk Assessments
- Health and Safety Policy and other Art School policies related to the post