

Job Description

Job Title:	Casting Room Technician
Reporting to:	Site Manager
Key relationships:	Heads of Department; Tutors; Art School Office Team
Working Week:	1 day per week of Foundation and Undergraduate Academic year (34 wks)
Salary:	Daily rate of £116

PURPOSE OF THE ROLE

To take responsibility for the running of the casting room, including related health and safety under the direction of their line manager and in liaison with Heads of Department.

To work with students and tutors from across the Art School, providing training and instruction in specialist casting techniques.

To provide up-to-date knowledge, expertise and experience of mould making, casting and related ceramics workshop processes, creative applications and safe working practices.

MAIN DUTIES AND RESPONSIBILITIES

Administration

- To undertake administration in relation to organising and scheduling the use of the casting room
- To employ the Art School's processes for reporting on Health and Safety
- To maintain effective and efficient communication with line manager and other colleagues and students (including through the use of the Art School's Moodle site when appropriate).
- To order materials required for the running of the workshop in consultation with line manager and in line with budgets available to ensure the smooth running of student sessions.

Learning Support

Provide **learning support** for students:

- To induct students through a range of workshop processes
- To work in liaison with tutors and Heads of Department in supporting students from different courses to achieve creative and technically accomplished outcomes.
- To be pro-active in promoting the potential of casting and relevant ceramic processes for creative projects, proposing short technical projects as appropriate in liaison with tutors.
- To demonstrate, through an approach to technical demonstration, a commitment to the Art School's Learning and Teaching Strategy.

- Maintain a safe and effective working environment, complying with the Art School's Health & Safety Policy and all statutory requirements as they pertain to Casting Room equipment

Art School Profile

- Promote and maintain a positive profile of the Art School through, for example: participation in professional networking events and presentations of research;

Staff Development

- Participate in the Art School's annual staff appraisal scheme (Individual Performance Review), and in staff development and training activities as agreed with their line manager

OTHER DUTIES

Miscellaneous

Undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder.

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.

Key Reference documents:

- Staff Support and Development Handbook
- Course Handbooks
- Professional Code of Conduct
- Disability Support Guidelines
- Student Charter
- Health and Safety Policy and other Art School policies related to the post