

JOB DESCRIPTION FOR METAL WORKSHOP AND FOUNDRY TECHNICIAN

Job Title: METAL WORKSHOP AND FOUNDRY TECHNICIAN

Reporting to: Site Manager

Working Week: 1 day per week of Foundation and Undergraduate academic year (34wks)

Salary: £4,080 per annum, based on 34 days per annum at the Art School's Technician Rate

PURPOSE

- To support the smooth running of the Metal Workshop and Foundry, including related health and safety under the direction of their line manager and in liaison with the Metal Fabrication Technician.
- To work with students and tutors from across the Art School, providing training and instruction in a range of bronze and metal casting processes and metal fabrication to students on both a group and individual basis.
- To provide knowledge, expertise and experience of casting in metal and other metalwork processes, their creative applications and safe working practices.
- To be a member of the technical team working collaboratively as required. Providing additional practical support, when necessary, with the preparation of the exhibition spaces for the graduation shows, and with the installation of student work
- Administrative duties associated with the above- i.e. attending termly H&S meetings; the management of allocated budgets etc.
- To work in liaison with tutors and Heads of Department on supporting students from different courses to achieve creative and technically accomplished outcomes.

TECHNICAL DEMONSTRATION

- To demonstrate, through an approach to technical demonstration, a commitment to the Art School's Learning and Teaching Strategy and Institutional Mission Objective.
- To support student learning and project work through technical advice and support.
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ADMINISTRATION

- To undertake administration as required in relation to scheduling the use of the Metal Workshop and Foundry.
- To employ the Art School's processes for reporting on Health and Safety.
- To maintain effective and efficient communication with line manager, 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 the Metal Fabrication Technician and line manager and in line with budgets available to ensure the smooth running of student sessions.

HEALTH AND SAFETY

- To support the organisation of the Metal Workshop and Foundry to ensure that it is an effective and safe working environment in relation to current guidelines and safe working practices.
- To be knowledgeable about health and safety regulations and protocols in relation to the metal workshop and remain vigilant of any breaches communicating with students and colleagues as appropriate.
- To organise the upkeep/maintenance of equipment and tools; keeping records of student training/induction sessions; keeping full and accurate records relating to health and safety.

ART SCHOOL'S PROFILE

- To support technical and workshop initiatives that promote the Art School's activities as and when appropriate and agreed.

INDIVIDUAL PERFORMANCE REVIEW

- To participate in the Individual Performance Review process that includes completion of a reflective review on their own practice in the year, together with a 1 to 1 review meeting with their line manager.

CONTINUOUS PROFESSIONAL DEVELOPMENT

- To demonstrate a commitment to continuous professional development in relation to their own knowledge of metal work and foundry processes, as well as in relation to relevant health and safety.

MISCELLANEAUS

- 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 - Art School Moodle:
- Disability Support Guidelines;
- Metal Workshop Risk Assessments