Job Title: Graphics Technician

Job Purpose: Provide technical support for teaching staff. Support students to achieve their learning. This is a role which requires one day per week (Monday) to support Graphic Communication.

Responsible to: Head of Product Design & Graphics

Responsible for: Assisting teaching staff to prepare the classroom and required equipment for teaching before, during and after lessons.

- Demonstrating Graphic relevant techniques and processes and maintaining safe working practice in the classroom to groups of students

- Prioritising the safeguarding of all students and participate in training on safeguarding matters.

- Maintain a clean environment and support students who are working outside of the classroom in the shared working spaces within the department.

- Organising the safe storage of equipment and materials.

- Maintain a safe storage environment for student coursework.

- Support subject teachers in the display of student coursework.

- Participate in staff safety and technical training where appropriate.

- Managing the department social media accounts, including but not limited to YouTube, Instagram, Pinterest.

- Provide one to one support to students' in lessons and sometimes in students' study periods.

- Demonstrating a range of practical/industry techniques and processes to students

- Creating student manuals/guides/how-to videos for equipment to improve understanding and safeguard against risks to equipment and students

- Maintaining a large amount of equipment and facilities to ensure that it is always clean/fit/available for student use and comply with H&S requirements

- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.

- Any other duties as may be reasonably requested by line management.

PETER SYMONDS' COLLEGE JOB SPECIFICATION

Job Title: Graphic Communication Technician

Essential Requirements

- A genuine interest in the creative abilities of young people
- Enthusiasm for the subject
- Confidence in instructing / demonstrating to groups of students
- Adobe Photoshop / Illustrator / InDesign skills
- Printmaking skills (Lino / Mono)

Desirable Requirements

- Relevant previous experience
- Adobe Animate / After Effects skills (or other animation software knowledge)
- Blender skills

October 2025