

Job Title: Product Design & Graphics Technician / Instructor

Job Purpose: Provide technical support for teaching staff. Instruct and support students to achieve their learning. Maintain a workshop. This is a role which requires one day per week to support Graphic Communication.

Responsible to: Head of Product Design & Graphics

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

- Supporting teachers in training and supervising students in the safe use of machinery and tooling used in Product Design.
- Demonstrating processes and maintaining safe working practice in the workshop and 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 Product Design block.
- Assisting the HoS in the annual formal Risk Assessment and the day-to-day safe maintenance of the workshop machines, equipment and tools.
- Organising a planned servicing/maintenance and cleaning schedule which is reviewed regularly.
- Ordering of new stock and materials.
- Organising the safe storage of equipment and materials.
- Maintain a safe storage environment for student coursework.
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- Support subject teachers in the display of student coursework.
- Sharpening of any cutting tools as required.
- Participate in staff safety and technical training where appropriate.
- To carry out a structured PAT testing programme for Product Design electrical equipment. This does not include computers.
- Managing the department social media accounts, including but not limited to YouTube, Instagram, Pinterest.

- Instructing groups/whole classes of students in practical sessions, with the support of the teacher. In addition, the Instructor will provide one to one support 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: Product Design technician / instructor

Essential Requirements

- A genuine interest in the creative abilities of young people
- Enthusiasm for the subject
- Confidence in instructing / demonstrating to groups of students

Practical Skills:

- Wood Turning
- Carpentry / joinery
- Metal Machining (turning / milling)
- Welding
- Brazing
- Soldering
- Use of CAD / CAM

Desirable Requirements

- Relevant previous experience
- Design technology qualifications
- Adobe Photoshop / Illustrator / InDesign skills

