

**Job Title:** Art Instructor

**Job Purpose:** Under the direction of teaching staff, to act as an instructor to students in order to facilitate teaching and learning

**Responsible to:** Head of Subject

**Responsible for:**

The efficient organisation and supervision of a wide range of student art work across four A Level Arts subjects – Photography, Fine Art, Textiles and 3D. The efficient organisation and management of extensive equipment (including DSLR's, enlargers, lights, tripods, SD Cards, laptops, print making materials such as screens and lino, paints, sewing machines and all related workspaces and studios).

Instructing students in their practical coursework including group instruction of screen printing, lino printing, photoshop/adobe techniques, lighting and photography of artworks. This will involve supporting and guiding students to develop/improve key practical skills to support their learning and recording as well as training and working closely with students in programs such as Photoshop.

Specific Responsibilities:

- Supporting the Head of Subject and all teaching staff in planning and delivering the skills workshops to enable student learning and idea development
- 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
- Occasional cover of lessons in cases of staff absence using teaching material provided.
- Preparation of student training materials such as instructional sheets and or videos
- Creating student manuals/guides/how-to videos for equipment to improve understanding and safeguard against risks to equipment and student.
- Maintaining a large amount of equipment and facilities to ensure that it is always clean/fit/available for student use and complies with H&S requirements
- Stock-keeping, pricing and ordering materials/equipment and checking deliveries
- Operating and maintaining the darkroom and the lighting studio and equipment, including management of booking system, monitoring of student use and organising access
- Management of student project folders to ensure art work is well organised
- Contributing to the organisation of marketing events and open evenings
- Maintaining and developing display of artwork around the College site and on any intranet /website or social media pages.
- Supporting the Head of Subject in the conduct of course and undertaking other tasks as requested by Line Management
- Supporting with wider College events as required.
- Prioritising the safeguarding of all students and participate in training on safeguarding matters.
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- Any duties as may reasonably be required by the Principal

Anton Pigott  
Head of Art  
July 2022

### **Terms and Conditions**

Part time, 22.2 hours a week (three days which are Wednesdays, Thursdays and Fridays) and 40 weeks a year which is term time, Enrolment Week and some additional hours as agreed with the Head of Subject (0.5206 FTE). Pay is on the Support Staff Scale in the range 26 – 30 which is currently £22,989 - £25,894 per annum full time equivalent. Actual salary is £11,968 to £13,480 per annum.

Plus membership of the Local Government Pension Scheme

**PETER SYMONDS COLLEGE****PERSON SPECIFICATION****Post: Art Studio Instructor**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to 'A' level or equivalent including Art or related subject</li></ul>	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent</li><li>• CLAIT, ECDL or equivalent IT qualifications</li></ul>	Application form / original certificates at interview
<b>Experience</b>	<ul style="list-style-type: none"><li>• Proficient in the use of IT and camera skills.</li></ul>	<ul style="list-style-type: none"><li>• Working in a Post 16 educational environment</li><li>• Experience in a similar role</li><li>• Using relevant computer software including Photoshop and web design packages</li></ul>	Application form / activity / interview / references
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Enthusiasm for the subject</li><li>• Knowledge of digital photography techniques</li><li>• Ability to work as part of a team and also unsupervised</li><li>• Empathy with young people and parents</li><li>• A genuine interest in the creative abilities of young people</li><li>• Excellent attention to detail</li><li>• Excellent communication skills</li></ul>		Application form / interview/ references / activity
<b>Other</b>	<ul style="list-style-type: none"><li>• Self-confidence</li><li>• Methodical</li><li>• Committed to the protection and safeguarding of children and vulnerable adults</li><li>• Committed to the principles of equality, diversity and inclusion</li></ul>	<ul style="list-style-type: none"><li>• Ability to be flexible with your hours of work on occasions</li><li>• First aid qualification or willing to train</li></ul>	Interview / references / activity