



## **Job Description**

**POST TITLE:** Workshop Instructor - Fashion

**REPORTING TO:** HE Course Leader

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### **MAIN PURPOSE OF THE POST:**

To instruct students in the safe, appropriate and professional use of garment construction processes, techniques and equipment according to personal skillset and as required by the curriculum. To work as a member of the workshop team applying knowledge and skills in setting up equipment and preparing materials in the fashion workshops. To work flexibly, providing assistance to support learning, teaching, assessment and research activities. To produce garments and samples according to final year students designs as directed by the HE Course Leader. To contribute to the development of fashion technologies that support the University's sustainability objectives.

### **MAIN DUTIES:**

1. To instruct groups of students in the professional application of a range of garment construction and production techniques according to personal skillset including for example pattern cutting, digital pattern cutting, sewing, tailoring.
2. To plan, develop and deliver inductions in appropriate use of processes, techniques and equipment related to garment construction techniques including relevant elements of Health and Safety.
3. To produce, and assist in the production of, blended learning materials to support students in acquiring garment construction techniques such as handouts and other artefacts both on and offline.
4. To supervise and provide technical assistance to students requiring usage of the resource on a 'drop-in' basis, ensuring all necessary H&S inductions have previously occurred.
5. To supervise and provide technical assistance to students requiring remote guidance online.
6. To produce garments and samples according to final year students designs as directed by the HE Course Leader.
7. To loan workshop equipment following procedures for their issue and return.
8. To issue and sell materials to students and staff, handling money and issuing receipts.
9. To ensure security of equipment and consumables.

10. To operate fashion workshop equipment as required by the academic staff team in order to prepare materials, according to requests and standard operating procedures, to ensure that teaching and other work can take place on time.
11. To record resource usage, assist with the ordering and movement of materials and equipment.
12. Carry out and record maintenance of equipment regularly and in a timely manner, to report damaged equipment to the HE Course Leader.
13. To support course staff in assessments as required, for example through testimony regarding the authenticity, complexity and level of skills required in the execution of specific fashion projects.
14. To support the promotion of the workshops by producing video and photographic assets as instructed by the manager, for instructional purposes for students and staff and short videos for use on the University's social media sites.
15. To respond to the demands of the workload, which may include working evenings and weekends.
16. To provide assistance with the preparation and setting up of student events and exhibitions.
17. To participate in and support University marketing and promotion activities as reasonably required, including open days and the production of photographic, audio and video content (which may include short instructional videos) for use on the University's website, social media channels and other promotional and communication materials.
18. To provide a high level of customer care.
19. To ensure that all rooms used are kept to an appropriate professional standard and that student work is safeguarded. To keep all fashion workshops clean and tidy.
20. To adhere to the Health & Safety policies and procedures (including liaising with risk assessors and immediately taking appropriate action on any recognized hazard to safe operation).
21. To comply with all relevant policies and procedures including the Financial Procedures and Regulations.
22. To work flexibly across sites, including providing sickness cover as needed.
23. To act as a first aider and /or fire warden if the need has been identified.
24. To carry out any other duties that are commensurate with the post as directed by the HE Course Leader.

25. To adhere to and actively support the equality, diversity and inclusion policies and their implementation.

**PERSON SPECIFICATION:**

| Criteria                                                                                                                                                                                                                                                  | Essential or Desirable | Method of Assessment         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------|
| <b>Qualifications</b>                                                                                                                                                                                                                                     |                        |                              |
| A degree in a fashion discipline or equivalent industrial experience.                                                                                                                                                                                     | Essential              | Certificate/Application Form |
| <b>Skills/Knowledge</b>                                                                                                                                                                                                                                   |                        |                              |
| A very good knowledge and understanding in at least 2 of the following areas: <ul style="list-style-type: none"> <li>• Pattern cutting</li> <li>• Sewing &amp; construction techniques</li> <li>• Tailoring</li> <li>• Digital pattern cutting</li> </ul> | Essential              | Application Form/Interview   |
| A strong knowledge of Health & Safety procedures.                                                                                                                                                                                                         | Essential              | Application Form/Interview   |
| IT skills relevant to the role: Word, Excel and Adobe packages with knowledge of digital pattern cutting technology.                                                                                                                                      | Essential              | Application Form/Interview   |
| Good Communication skills.                                                                                                                                                                                                                                | Essential              | Interview                    |
| <b>Experience</b>                                                                                                                                                                                                                                         |                        |                              |
| Relevant experience of assisting/instructing students through blended learning.                                                                                                                                                                           | Desirable              | Application Form             |
| Previous commercial experience working in this type of environment.                                                                                                                                                                                       | Desirable              | Application Form             |
| <b>Personal Qualities</b>                                                                                                                                                                                                                                 |                        |                              |
| Evidence of a flexible approach to work.                                                                                                                                                                                                                  | Essential              | Application Form/Interview   |
| Able to follow instructions accurately.                                                                                                                                                                                                                   | Essential              | Application Form/Interview   |
| Be consistent and reliable in undertaking tasks.                                                                                                                                                                                                          | Essential              | Application Form/Interview   |
| Able to work both as part of a team and independently.                                                                                                                                                                                                    | Essential              | Application Form/Interview   |
| An understanding of Equality, Diversity and Inclusion as it relates to the role.                                                                                                                                                                          | Essential              | Application Form/Interview   |

This job description may be reviewed annually.

The successful candidate will need to be prepared to undertake a teaching qualification within an agreed period.