



Job Description

POST TITLE: 3D Instructor (Casting)

REPORTING TO: 3D Workshop Manager

MAIN PURPOSE OF THE POST:

To instruct students in the safe, appropriate and professional use of a range of 3D techniques according to personal skillset and as required by course curriculum. To work as a member of the technical support team applying knowledge and skills in maintaining the quality of resources setting up equipment and preparing learning materials. To work flexibly, providing assistance to support learning, teaching, assessment and research activities observing at all time Health and Safety policies, processes, procedures and guidelines as defined by the University and legislation.

MAIN DUTIES:

1. To instruct and support students in the application of a range of techniques according to personal skillset. This might include but not be limited to, mould making, casting, model/armature making, papermaking and sculpting techniques with materials such as, clay, plaster, glass and ceramics.
2. To plan, develop and deliver inductions in the appropriate use of casting processes and equipment, including all relevant elements of Health and Safety, carrying out risk assessments and seeking approval from the 3D Manager before new activities are carried out.
3. To produce, and assist in the production of, learning materials including the safe use of equipment and materials to support students in acquiring 3D making techniques, such as handouts and other artefacts - both on and offline.
4. To produce menus for the approval of the 3D Workshop Manager outlining the skills and processes available for group instruction and review these annually.
5. To support the 3D Workshop Manager and Supervisor in ensuring safe practice in the workshops is maintained at all times. These include;
 - Sourcing materials data sheets and abiding by COSHH regulations regarding the safe storage and use of materials.
 - Checking that all equipment is maintained to a safe working standard at all times.
 - Checking the provision of the correct PPE requesting replenishment through Estates as required.
 - Checking that first aid materials are stocked, requesting replenishment through Estates as required, and that first aid procedures and protocols are actively followed.

- Checking that risk assessments for activities have been carried out, approved and are up to date. To prepare new risk assessments as directed by the 3D Workshop Manager.
 - Checking that safety signage is comprehensive and in place.
 - Ensuring students follow safe practices as defined by risk assessments in their use of the 3D workshops.
6. To supervise and provide technical assistance to students requiring use of resources on a 'drop-in' basis
 7. To loan equipment following University procedures for their issue and return.
 8. To issue and sell materials handling money where required and issuing receipts according to University procedures.
 9. To ensure security of equipment and consumables.
 10. To record resource usage, assist with the ordering and movement of materials and equipment.
 11. To carry out any actions arising from external and internal audits as directed by the 3D Workshop Manager and Supervisor.
 12. 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 computer-based projects.
 13. 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.
 14. To work with the demands of the workload, which may include working evenings and weekends, including to support open days and applicant days.
 15. To provide assistance with the preparation and setting up of University exhibitions and events.
 16. To provide a high level of customer care.
 17. To ensure that all rooms used are kept to an appropriate professional standard and that student work is safeguarded. To keep all workshops clean and tidy.
 18. To adhere to the University's Health & Safety policies and procedures preparing risk assessments and immediately taking appropriate action on any recognised hazard to the safe operation of workshops and the University.
 19. To comply with all relevant University policies and procedures including the Financial Procedures and Regulations.
 20. To work flexibly across sites, including providing sickness cover as needed.
 21. To act as a first aider and fire warden if the need has been identified.
 22. In the context of University and personal development to carry out any other duties that are commensurate with the post as directed by the 3D Workshop Manager or Supervisor.
 23. To adhere to and actively support the University's equality, diversity and inclusion policies and their implementation.
 24. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.

PERSON SPECIFICATION:

Candidates should demonstrate the following criteria:

Criteria	Essential or Desirable	Method of Assessment
Qualifications		
A degree in the arts that incorporates significant 3D making techniques.	Essential	Certificate/Application Form
Skills/Knowledge		
A proven working knowledge of Health & Safety regulations and procedures.	Essential	Application Form/Interview
Demonstrable ability of instructing in and supporting a range of technical [processes] to a professional standard ideally including: • Mould making • Casting materials & techniques • Sculpting & building techniques (with clay or alike) • Ceramic processes (Firing & glazing) Applicants should be clear in outlining the [areas] they can support.	Essential	Application Form/Interview
Experience		
Relevant experience of assisting/instructing students.	Essential	Application Form/Interview
Previous relevant experience of working in the creative industries.	Desirable	Application Form
Personal Qualities		
Evidence of a flexible approach to work.	Essential	Application Form/Interview
Demonstrable ability to work effectively as part of a team as well as autonomously as required.	Essential	Application Form/Interview
Excellent communication and interpersonal skills and the ability to relate to students and staff with a wide range of technical skills and understanding.	Essential	Application Form/Interview
An understanding of Equality, Diversity and Inclusion as it relates to the role.	Essential	Application Form/Interview
Other		
A genuine desire to work in a customer orientated environment.	Essential	Interview

This job description serves as a guide to the duties of the role and may be reviewed on an ongoing basis.

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