



Shiplely College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shiplely College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of sectors.

I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

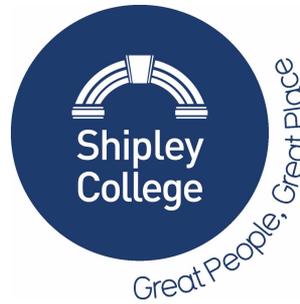
We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

You can download an application pack from our College website www.shiplely.ac.uk or alternatively to request an application pack, please contact Shiplely College Central Support on 01274 327395 or email jobs@shiplely.ac.uk.

Completed application forms and equalities monitoring forms should be returned to jobs@shiplely.ac.uk or alternatively by post to Central Support, Shiplely College, Salt Building, Victoria Road, Saltaire, BD18 3LQ. We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion.

Nav Chohan, Principal



SHIPLEY COLLEGE'S MISSION STATEMENT

To provide high quality, inspirational education and training that meets the ambitions of individuals, businesses and communities.

OUR CORE VALUES

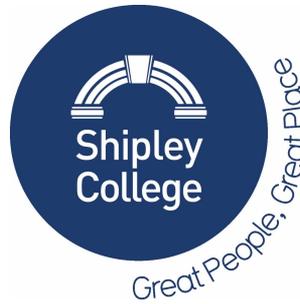
Responsiveness	To the needs of students, employers, government initiatives and our local community
Respect	Celebrating the diversity of our students and staff
Collaboration	We are a team that works in a spirit of openness and integrity
Professionalism	Striving for excellence and sustainability in all that we do, staff . actively maintain the ethos of the College to ensure all students are supported and encouraged to achieve their personal best.

97% of students agreed with the statement "I am happy with the College overall"

99% agreed with the statement "I am happy with the teaching on my course"

85% in agreement that; "Shipley College offers training and/ or assessment in a flexible way that meets your needs" versus a National College Average of 80%

86% agree that "Shipley College delivers training that reflects up to date practices in your industry/ sector" versus a National College Average of 80%



What our students say about Shipley College

'I really enjoy it here and would highly recommend the College as an alternative to 6th form to anyone!'

Harry, Sport

'I am now on the Level 3 Childcare course in my second year. I currently work at a nursery twice a week which was a little daunting at first but College prepares you

for professional life'

Saif, Childcare

'I would recommend apprenticeships at Shipley College, because the tutors support your ambitions!'

Katie, Business Administration Apprentice

'I prefer a quieter, more tranquil environment when I'm studying so I can concentrate. I'm hoping my course will lead me to university to study Fashion or Graphic Design'

Junaid, Art & Design

'My class is so diverse with people of different ages, backgrounds and goals, but we all get on so well. I hope to go on to a career in Social Work as it's close to my heart'

Tabinda, Access to Social Sciences

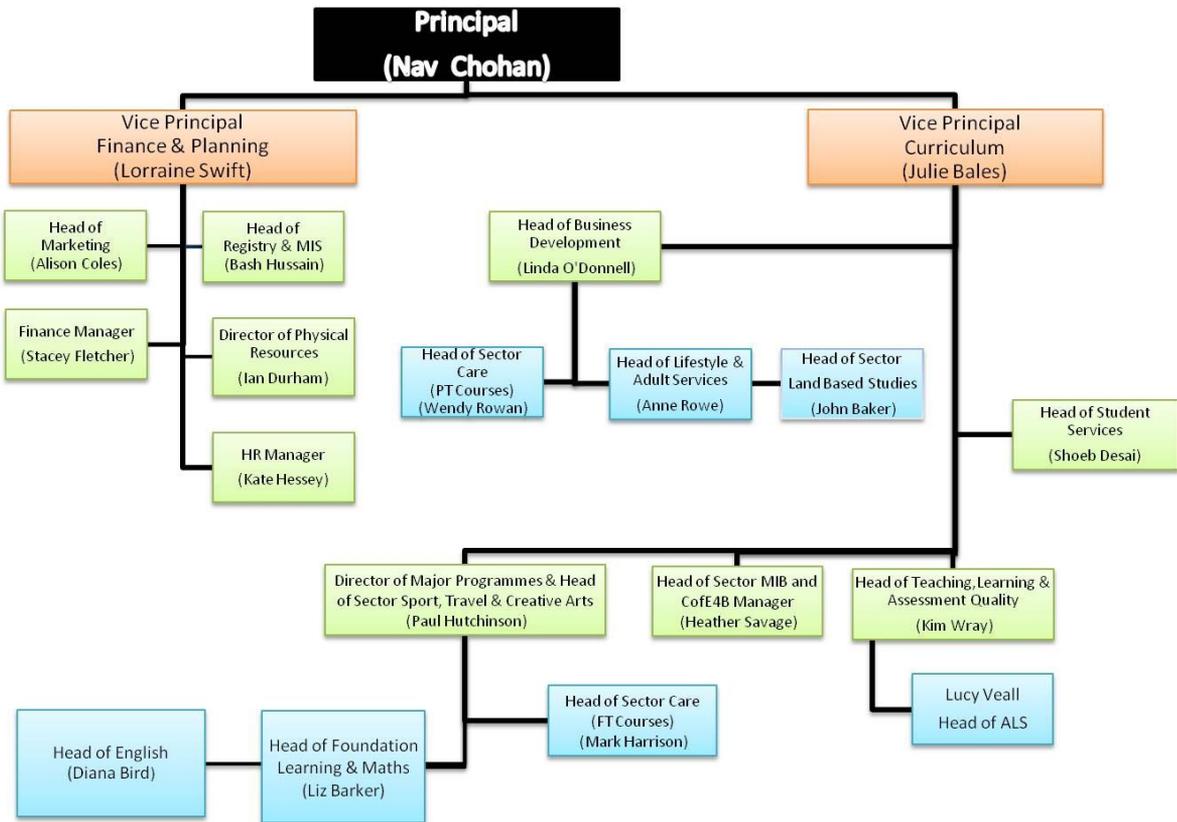
'My employer has been terrific with me and has encouraged me to be more creative. Her experience has helped shape mine'

Hannah, Floristry Apprentice

'The course here has been excellent and has instilled me with the skills and knowledge to hopefully go on and secure a job or an apprenticeship'

Vanessa, Horticulture Apprenticeships

Organisational Chart





Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment. The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation. Successful candidates will be required, where appropriate, to undergo a Disclosure and Barring service (DBS) Disclosure Check.

Job Opportunity

Creative Arts & Media Technician

Hours: 20-22 hours per week (Negotiable to suit peak teaching times within the week)

Salary: Scale 3, Points 12 - 14
(FTE £17,570 - £18,546 pa)

Closing Date: Friday 5th May 2017 at 12 noon

Interview Date: 23rd May 2017

Start Date: September 4th 2017
subject to satisfactory pre-employment checks (Induction w/c 26th June 2017)

The Role:

Shipley College is seeking to appoint a Technician to work predominantly in the Art and Design workshop but will also have some duties related to Media students. The role will include working closely with the tutors and supporting learners in class.

The Technician will play a valuable role within the Sector Team supporting staff and learners, ensuring that they are able to access all necessary equipment, tools and materials and maintain a safe working environment.

Situated in Saltaire, Shipley College is committed to high standards and encourages staff and students to do their best and to aim high.

We are looking for someone who:

- Has previous experience of working with young people in a similar setting
- Is calm, patient, caring and works with precision
- Has excellent communication skills
- Is flexible
- Enjoys working with young people and is interested and committed to meeting high standards of achievement
- Is able to work as part of a team and contribute effectively to the team

We can offer you:

- A dedicated and experienced staff team
- An opportunity to make a difference
- A positive and caring working environment

JOB DESCRIPTION

JOB TITLE	Creative Arts & Media Technician
SCALE & SALARY RANGE	Scale 3, Points 12 - 14 (FTE £17,570 - £18,546 pa)
HOURS OF WORK	20-22 hours pw Term Time Only Negotiable to suit peak teaching times within the week
RESPONSIBLE TO	Head of Sport-Travel-Creative Arts & Media
SPECIAL CONDITIONS	This post is subject to a successful probationary period of 6 months and a satisfactory DBS clearance

The following information is furnished to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

OVERALL PURPOSE OF JOB

To undertake duties of Technician within the Sector Team supporting staff and learners, ensuring that they are able to access all necessary equipment, tools and materials and maintain a safe working environment.

DUTIES AND RESPONSIBILITIES

- To provide technical support to the Art and Design / Media Lecturing Team
- To work closely with the Art and Design / Media Tutors. Working largely on own initiative. Personal judgement must be exercised in carrying out duties
- Make decisions on all A&D stock control requirements. Prepare draft requisitions for authorisation prior to ordering and purchase
- Take receipt of deliveries and check against delivery notes
- Make decisions on the upkeep, storage and servicing requirements of equipment. Includes making arrangements for external agencies to carry out annual maintenance when and where appropriate.
- Directly be responsible for the H&S, security and maintenance of Art and Design tools/equipment and materials.
- Maintain an inventory of all tools and equipment.
- Ensure teaching room/area is ready at the start of each lesson

- Ensure tools/equipment are prepared ready for each session
- Ensure all tools and equipment are returned to store after tutor and student use
- Co-ordinate the purchase of books and A&D Kit boxes for resale to the students. Give receipts and maintain accurate records.
- Provide technical support to students in the use of materials, tools and equipment.
- Assist the tutor and students as and when required, during practical demonstrations
- At the end of each session ensure room is tidy, clean and left ready for next session
- Ensure store room/areas are kept tidy and functional at all times
- Co-ordinate the Art and Design budget in conjunction with A&D course co-ordinator and HoS
- Assist, when necessary with the College Open Days and other College events.
- Provide students with advice and instruction in safe handling of equipment and materials ensuring H&S regulations are followed at all times.
- Assist tutors and students in providing technical support when preparing displays for portfolios and at internal and external exhibitions
- Keep personally up to date with trends/styles/fashions in A&D / Media

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality and Diversity Policy and to the maintenance of a culture of continuous quality improvement and innovation
- To undertake Staff Development/CPD Training as required by the nature of this post and the range of duties described within this job description
- To use IT as designated appropriate to the nature of the role
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of your own safety and the effects of your own actions on colleagues, students and visitors
- To be responsible for safeguarding and promoting the welfare of young learners and adults the post-holder is responsible for or comes into contact with
- To support and promote the College's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the College's negative environmental impacts wherever possible
- To undertake such other duties commensurate with the grade of the post as may reasonably be required at your initial place of work or at other locations in the College catchment area

Creative Arts & Media Technician

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Physical	<ul style="list-style-type: none"> Capable of lifting and moving heavy objects Capable of standing for long periods of time Good manual dexterity 	<ul style="list-style-type: none"> Ability to accompany students on educational visits and periods of residential experience if required. 	Interview
Qualifications	<ul style="list-style-type: none"> Level I qualification in Art & Design Willing to work towards level 2 in Literacy & Numeracy within first 2 years Full driving licence 	<ul style="list-style-type: none"> Level II Art and Design qualification First Aid qualification Mini bus driving certificate L2 or higher Numeracy and Literacy qualifications 	Application form
Experience	<ul style="list-style-type: none"> Experience of working within an Art and Design/Technology environment. 	<ul style="list-style-type: none"> Current up to date knowledge of the styles and trends of the industry Experience of driving a minibus 	Application form Interview References References
Training	<ul style="list-style-type: none"> Willingness to participate in agreed CPD activities 	<ul style="list-style-type: none"> IT experience Risk Assessment knowledge and experience 	Application form Interview
Special Knowledge	<ul style="list-style-type: none"> Knowledge of materials, tools and equipment required for the Art and Design Basic inventory and stock keeping skills Ability to ensure H&S standards are carried out and maintained 	<ul style="list-style-type: none"> Have an up to date knowledge of current styles and trends within the industry Knowledge of current digital media applications To have at least one Art and Design skill or specialism The ability to speak an Asian Language is considered an advantage for any post Have understanding of 'Prevent', Safeguarding and Child Protection issues 	Application form Interview
Personal Circumstances	<ul style="list-style-type: none"> Be willing to work flexible work patterns subject to agreement 	<ul style="list-style-type: none"> Able to work occasional weekends 	Interview
Disposition Adjustment Attitudes	<ul style="list-style-type: none"> Able to work on own initiative. Able to demonstrate high personal standards and act as a role model to students of all ages and abilities. Able to demonstrate a positive commitment to Equal Opportunities Policies of the College and willingness to assist in the implementation in a manner appropriate to the post. 		Letter of Application Interview References
Practical and Intellectual skills And strengths	<ul style="list-style-type: none"> Ability to prioritise and manage own time effectively Ability to carry out written and verbal instructions to a high standard with minimal supervision. Be able to effectively communicate verbally and in writing. Effective team member Budgeting skills 	<ul style="list-style-type: none"> Competent IT skills: word processing, spreadsheets and research techniques Respect confidentiality 	Application form and letter of application Interview References

Job Description/Person Specification	
Compiled by	PH/KH
Compilation date	March 17