Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We’re looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.
The Department

Educational Studies isn’t just about teaching and learning. It’s exploratory and expansive. We’re interested in seeing what education can tell us about the social, political and economic forces of our times and what these forces mean in our everyday lives. It's why our research delves into areas including culture and identity, gender, multilingualism, and youth cultures. And it’s why we maintain a commitment to social justice and inclusion.

The Department of Educational Studies offers the following programmes:

- PGCE Upper and Lower Primary full time programmes
- PGCE Secondary full time programme in eight subjects
- PGCE Secondary flexible programme in four subjects
- MPhil and PhD Education
- MPhil and PhD Art Practice and Learning
- MA in Education: Culture, Language and Identity
- MA Arts and Learning
- MA Creative Writing and Education
- MA Multilingualism, Linguistics and Education
- MA Children’s Literature
- MA Childrens Literature: Children’s Illustration
- BA Education, Culture and Society

In addition, we have a strong and developing involvement in ‘School Direct’ Initial Teacher Education (ITE), working with primary and secondary schools, and provide a non-QTS PGCE to several SCITTs.

The Department currently has three professors: Rosalyn George, Professor of Education and Equality; Len Platt, Professor of Modern Literatures; and Michael Rosen, Professor of Children’s Literature. There are 51 full and part time academic staff and a team of 13 professional staff.

Further information about the Department can be found at: http://www.gold.ac.uk/educational-studies/
The Role

Job description

Working in our dedicated art building in New Cross, you’ll support the learning and development and assessment of a diverse collection of staff and students, using Traditional, non-traditional materials and techniques and a variety of learning Approaches and backgrounds.

Reporting to: Senior Department Business Manager

Generic Duties:

- To take responsibility for the day to day running of the workshops/studios
- To provide feedback to the Course-Programme Leaders regarding service levels and student requirements to ensure appropriate adaptations are made and contribute to the revision of standards of service delivery
- To take responsibility for the maintenance of inventories, carrying out risk assessments and appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables
- To undertake health and safety duties and responsibilities appropriate to the role

Specific Duties:

- To contribute to planning and development of learning activities supporting student learning and research, liaising with Course Leaders and academic staff informally and formally with Course meetings.
- To assist with learning activities, providing guidance and advice to students, helping students to identify and supply appropriate techniques, processes, materials, resources and equipment to meet learning outcomes.
- To provide formal or informal sessions to students that may include
  - demonstrations, instruction with a process/technique, coaching of a particular skill, technique or process.
- To assist students and staff with the planning and delivery of exhibitions and events relating to programmes
- To demonstrate a level of independent responsibility for the diagnosis and resolution of problems and creative/artistic challenges encountered with the execution of that work.
- To undertake frontline maintenance and repairs liaising with suppliers and contractors to meet statutory and recognised professional procedures and
guidelines, as agreed with the Line Manager

- To contribute and collaborate with other technical team members as required to ensure the key priorities and levels of service are met successfully
- To provide professional guidance and advice to line manager, and assist with the commissioning of new equipment
- In addition you will be required to undertake any other duties as may reasonably be required;
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form  C = Certificate
I = Interview  R = Reference
T = Test  P = Presentation

### Essential Criteria 1 - Qualifications

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<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
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<tr>
<td>Recognised qualification in Art &amp; Design (Minimum UG) or relevant work experience</td>
<td>A, C, I</td>
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### Desirable Criteria 1 - Qualifications

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<th>Category</th>
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<tr>
<td>Vocational or equivalent in relevant areas of art and design.</td>
<td>A, C, I</td>
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## Essential Criteria 2 - Experience

- Practical knowledge of working with a range of art and ICT materials-resources within the last 2 years preferably in a school or higher educational setting
- Working collaboratively in a team and where appropriate across or with different professional groups.

## Desirable Criteria 2 - Experience

- Experience of working in a school or third level college and/or working or training young people as an Art Technician
- Experience of managing arts environments or resources

## Essential Criteria 3 – Knowledge

- Knowledge of a variety of art materials and techniques
- Knowledge of using initiative and/or creativity to resolve problems

## Desirable Criteria 3 - Knowledge

- Knowledge of ICT equipment and software (Photoshop, Microsoft Office etc.)
- Knowledge and engagement with contemporary practice and pedagogy
- Knowledge of basic ceramics including using an electric kiln
- Knowledge if statutory requirements of Health and Safety within arts environments
- Knowledge of basic printmaking techniques

## Essential Criteria 4 - Skills

- IT literacy and confidence skills to enable best use of available information and communications- MS Office, Intranet, Electronic Diary, Adobe software
- Good interpersonal and verbal, visual and written communication skills.
- Good organisational skills to plan, prioritise and organise work to achieve objectives on time

## Desirable Criteria 4 - Skills

- Engagement in advancing professional practice/research or scholarly activity in own area of specialism
- Demonstrated use of effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
- Evidence of organisation of own exhibitions and art events.

## Competencies

- Enthusiasm and motivation to work with a variety of people, staff and students.
- Ability to form and maintain appropriate relationships and personal boundaries with colleagues and students

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact David Ramsay tel 0207 919 7360, e-mail d.ramsay@gold.ac.uk.

5 Goldsmiths, University of London, New Cross, London, SE14 6NW
Summary of Benefits

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
- Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.