

Technical Tutor

Job Reference:	10630
School:	Design
Grade/ Salary:	Grade 6, £39,297 - £42,473 (pro-rata)
Contract Type:	Permanent
Hours:	14 (0.4 FTE)
Location:	New Cross, London

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.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Together
we are different

School of Design

At Goldsmiths, design is in our DNA. But we're not interested in just producing it, we're interested in defining it.

The School of Design is dynamic, contemporarily engaged and forward thinking. Design flourishes at Goldsmiths; the College's interdisciplinary intellectual climate affords us the unique opportunity to draw upon a wealth of critical, theoretical and creative perspectives, which in turn shape the distinct – and often radical – design practices, educational programmes and research that we pursue in the School.

Design has a huge influence on the way we live. In an increasingly uncertain world – facing, for instance, climate change, globalised consumerism and social fragmentation – designers need to think more deeply, critically and creatively about their activities than ever before. Appreciating this, we have developed contemporarily engaged and future-sensitive academic programmes that cultivate versatile, pioneering graduates, critically aware of their responsibilities to the environment and of the ethical dimension of their activities in influencing social processes and cultural formation.

For further information about the School please go to:

<http://www.gold.ac.uk/design/>

Job description

Reporting to: Senior Workshop Tutor

Location: Design Fabrication Labs, School of Design

Summary:

- Support all areas of Fabrication Labs activity, especially bringing expertise in moulding & casting processes and practice, whilst recognising interconnected and collaborative areas of engagement which promote and support a transdisciplinary approach to design making, exploration and thinking.
- Bring a high level of technical expertise and professional practice to the role to support student work in the labs.
- Demonstrate equipment and material processes.
- Supply of materials to students using POS system.
- Collective responsibility for maintaining a clean, safe, working environment and efficient control and disposal of waste materials.
- In addition, you will be required to undertake any other duties as may reasonably be required in line with your grade.
- At all times to carry out your responsibilities with due regard to Goldsmiths' Equality & Diversity Statement of Commitment and policies including the Dignity at Work Policy.

- At all times to help maintain a safe working environment by attending training as necessary and following Goldsmiths' Health & Safety Codes of Practice and Policy.

The post holder will be expected to be able to carry out the following duties in line with the grade of the post:

Specific Duties:

- Support a high level of creative, technical understanding and expertise within the field of mould and pattern creation, preparation and casting procedures, using a range of materials and methodologies including rubbers, resins, plaster and clay slip.
- Strong knowledge of mixing, pour techniques, degassing, curing, and finishing.
- Some understanding of ceramics processes and making.
- Demonstration of working techniques, machinery and equipment to students and the communication of materials knowledge.
- Demonstrable commitment to sustainable practice: waste minimisation, emissions control, and safer material alternatives.
- Organisation and storage of stock, receipt of deliveries. Monitor materials stock levels and report quantities to Senior Workshop Technician.
- Work closely with Senior Workshop Technician to maintain and service machinery, equipment and Labs areas as appropriate. Undertake preventative maintenance and help keep up-to-date maintenance records.
- Effective communication of health and safety requirements and best practices.

General Duties:

Teaching and Learning Support

- Supervise and monitor the general access & activities of students during Fabrication Labs opening hours.
- Demonstrate technical processes to individuals and groups, materials and equipment use as a member of a team in an evolving capacity, and for a range of areas and levels of study.
- Transfer specialist knowledge from industrial and commercial practices in the form of practical skills and specialist techniques to the School Fabrication Labs.
- Be aware of student projects and provide appropriate levels of support.
- Provide advice and support to students with practical outcomes.
- Develop and share with colleagues knowledge, skills and understanding of methods, approaches and technical expertise.

Research and Scholarship

- Identify scholarly activity that is relevant to support labs activities.
- Continually update knowledge and understanding in field or specialism.

Communication

- Deal with routine communications using a range of media with students and staff.
- Communicate orally, in writing and electronically.
- Effectively communicate material of a technical nature.
- Make sure that communications (both internal and external) are accurate and relevant.
- Communicate with colleagues, contribute to labs and studios group and be an engaged member of decision making and planning.

Liaison and Networking

- Liaise with colleagues and students.
- Liaise with other Schools to establish constructive working relationships with staff.
- Actively participate in ongoing activity with professional services in order to understand and deliver wider institution strategy.

Teamwork

- Provide guidance and instruct less experienced members of staff.
- Attend and contribute constructive and informed input to Labs and Studio meetings as well as other planning meetings when required.
- Collaborate with labs colleagues and Studio Coordinator to identify and respond to student needs.

Pastoral Care

- Recognise when a student may be struggling and be aware of varying student abilities and coping mechanisms, showing sensitivity and understanding to all students.
- Be aware of procedures concerning pastoral care and be able to direct students to appropriate means of support.

Initiative, Problem Solving and Decision Making

- Apply initiative to collaborate with colleagues to make informed decisions regarding strategic and practical matters in regard to labs and studios.

Planning and Managing Resources

- Ensure appropriate use of labs facilities.
- Take a lead on maintaining a safe, tidy and well stocked workshop environment.

- Plan and manage own activity in consultation with colleagues.
- Maintain and repair, and where appropriate, service machines and equipment within the Fabrication Labs.
- Advise of maintenance that requires external specialist attention and keep maintenance records up to date.
- Suggest, develop and implement systems for improving the efficiency and effectiveness of the Fabrication Labs to all users.

Sensory, Physical and Emotional Demands

- Recognise, anticipate and manage the varying level of sensory and physical demands.
- Balance pressure of duties, being particularly aware of impending deadlines.
- Have a flexible approach to other duties as required.

Work Environment

- Take a collective and responsible approach to the health and safety of others, including staff and students, within hazardous working areas particularly with regard to persons using the Fabrication Labs.
- Recognise hazards and take appropriate preventative action to minimise potential risk.
- Accept guidance from Goldsmiths Health and Safety Officers and collaborate with colleagues to ensure compliance.
- Make use of health & safety training opportunities.

Expertise

- Possess and continuously develop specialist knowledge sufficient to support, advise and inspire student engagement, contributing specialist knowledge and support where appropriate.
- Engage in continuous professional development.

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**

	Category
Essential Criteria 1 - Qualifications	
Degree (or equivalent).	A, C, I
Essential Criteria 2 - Experience	
Experience of undertaking a technical tutoring role in a practice-based environment (eg workshop, lab, studio).	A,I
Experience of working within an art & design practice or creative industries.	A,I
Experience of working to Health & Safety procedures and policies.	A
An understanding/experience of working in an academic environment.	A,I
Essential Criteria 3 – Knowledge	
Expert knowledge of a range of making processes within contemporary design practice, especially moulding & casting. Including; Prepare and execute mould-making and casting using a variety of materials and processes (eg. silicone, alginate, jacket moulds, life casting, epoxy, polyurethane, acrylic resins; plaster of Paris, slip casting). Advise on material selection, mixing ratios, pot life, exotherm management, curing schedules, and finishing (deflashing, sanding, polishing). Operate and maintain equipment: mixing stations, vacuum chamber, scales, ventilation systems; calibrate tools and ensure readiness.	A,I
Knowledge of how to communicate and teach making processes to students.	A,I
Knowledge of appropriate pedagogy for teaching individuals and small groups.	I
Essential Criteria 4 - Skills	
Skills to deliver and assess general maintenance and repair of equipment within the Fabrication Labs.	A,I

Excellent interpersonal skills with the ability to interact positively and sensitively with students and staff.	I
Supervision, demonstration and support skills when working with students and staff using equipment and processes.	A,I
Supervise students using equipment and demonstrate use or process.	A,I
Excellent communication skills including: <ul style="list-style-type: none"> • Providing technical assistance, guidance and information to students • Providing materials for teaching • Making resources available and accessible, including on learn.gold, Goldsmiths' virtual learning environment 	A,I
Additional Attributes	
A student-centred approach to learning.	A,I
Being forward thinking and adaptable to change.	I
Having a flexible and positive attitude.	I
Competencies	
Ability to work to deadlines and manage time and resources effectively.	R
Ability to work effectively as part of a team.	R

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 Andrew Weatherhead
a.weatherhead@gold.ac.uk

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
- 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](#)
- 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.