

Post Title:	Technician/Learning Support Officer in Art and Design	Post Number:	CS1388P
Daily Supervision:	Curriculum Lead in Art and Design	Grade:	CSS Scale 4/5
Department:	Assistant Principal HSC	Last Updated:	February 2026

Our Purpose: Be Ready...

Realise Aspirations, Shape Futures, Serve our communities

Our Code:

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with....

Community

Accountability

Respect

Excellence

Job Purpose

To provide technical support for the Arts department, ensuring the smooth running of classes, through maintaining and ensuring equipment is ready for use for the lecturer and students. The role includes supporting staff and students, maintaining equipment, and ensuring safe and effective operation of art spaces.



Principal Duties and Responsibilities:

1. To maintain equipment, materials and facilities and in the art studios and workshops
2. To manage the storage of materials and equipment effectively and orderly, for accessibility of use
3. To liaise with teaching staff to discuss upcoming requirements for classroom activities, events and teaching requirements
4. To ensure the department has specialist materials and equipment available to them, as required for specific learning requirements.
5. To provide technical support to staff and students (ceramics, casting, wood/metal working, textiles, printing, photography) where necessary to ensure learning is current with industry requirements.
6. To support teachers in demonstrating techniques to learners and support classroom workshops
7. To assist with the installation/presentation of the end of year assessments/show
8. To liaise with cleaners and facilities team to ensure the facility meets the standards to run exceptional classroom activities.
9. To ensure areas within the curriculum spaces are kept clean and tidy, and equipment is maintained so that there is no lost learning.
10. To contribute to and work effectively as a member of the team with frequent communication to the teaching staff.
11. To participate in any cross-college working / strategy groups as may from time to time be established.
12. To carry out and maintain equipment and Health and Safety documentation required by the College and by the awarding bodies,
13. To be responsible for the departments Risk Assessment and COSHH assessments
14. To ensure stock is frequently checked, and where necessary orders are placed with suppliers so that there is no lost learning in student sessions.
15. To be available to work in any cross-college site appropriate to programme needs.
16. To be able to transport equipment and / or students to multiple sites.
17. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
18. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
19. To maintain quality standards appropriate to the post.
20. To conform with the Health and Safety requirements relevant to the post.
21. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



Person Specification

Knowledge	PSM
1. Level 3 or equivalent qualification in art and design or appropriate industrial experience	A/I
2. Grade C (Grade 4) or above GCSE English or Maths or equivalent	A/I
3. Knowledge of some areas within the art industry to successfully support the learners in the area (including fine art, graphics, fashion and photography).	A/I

Skills/Abilities – Interpersonal	PSM
4. Strong organisational, communication and teamwork skills, with good levels of adaptability as no day will be the same.	A/I
5. Ability to work flexibly, including evenings and weekends, with the ability to work independently with problem solving skills for work completion.	A/I
6. The ability to work constructively towards programme area targets or objectives, with an important part of the role having the ability to manoeuvre and carry stock / equipment to support and set up teacher's lessons.	A/I
7. The ability to manage time independently to get the work required completed in a timely manner.	A/I

Experience	PSM
8. Practical experience of working within an arts industry with basic workshop skills	A/I
9. Evidence of working effectively within an arts environment, maintaining stock, preparing equipment and supporting teaching staff with the running of a facility of education.	A/I

Work Related Circumstances	PSM
10. The ability and willingness to undertake relevant staff development	A/I

Skills/Abilities - Other	PSM
11. Understanding of health and safety, risk assessment, and safe working practices.	A/I
12. Appropriate level of ICT skills to include use of Microsoft products, experience of finance systems, procurement of equipment and experience of booking systems.	A/I
13. Responsibility for the safeguarding and promoting the welfare of children wherever applicable	A/I
14. Experience with equipment checks, risk assessing and knowledge of procedures associated with ordering and maintaining stock.	A/I
15. The ability to promote equality, diversity and inclusion throughout all aspects of the role.	A/I

Prepared By:	Steve Horsfield - Assistant Principal Academic Studies, Health, Care, Creative & Service Industries
Date:	January 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test



VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

REALISE **ASPIRATIONS;**
SHAPE **FUTURES;**
SERVE OUR **COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

