

# REALISE ASPIRATIONS; SHAPE FUTURES; SERVE OUR COMMUNITIES.

<b>Post Title:</b>	Technician/Learning Support Officer – Art & Design	<b>Post Number:</b>	CS1388P
<b>Daily Supervision:</b>	Curriculum Lead – Art & Design	<b>Grade:</b>	CSS Scale 4/5
<b>Department:</b>	Assistant Principal HEART, Health and Care	<b>Last Updated:</b>	September 2025

## 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 prepare and maintain materials and resources in order to provide support of art workshops and classrooms.
2. To ensure art spaces are prepared and set up for learning, with relevant equipment and products in place for learners to begin at the start of learner's lessons.
3. To ensure stock is frequently checked, and where necessary orders are placed with suppliers so that there is no lost learning in student sessions.
4. To ensure areas within the curriculum spaces are kept clean and tidy, and equipment is maintained so that there is no lost learning.
5. To support the teaching and learning on a range of courses and programmes according to the requirements of the section area which may include supporting in assessing students to meet awarding body standards.
6. To contribute towards the development of an inclusive learning environment, ensuring that equipment is ready for learners to proceed with their lesson.
7. To contribute to and work effectively as a member of the team with frequent communication to the teaching staff.
8. To carry out and maintain equipment and Health and Safety documentation required by the College and by the awarding bodies, in particular ensuring risk assessments are created / maintained, and annual servicing of equipment is organised.
9. To participate in any cross-college working / strategy groups as may from time to time be established.
10. To be available to work in any cross-college site appropriate to programme needs.
11. To be able to transport equipment and / or students to multiple sites.
12. To maintain professional standards and expertise by undertaking relevant professional development.

13. 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.
14. 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.
15. To maintain quality standards, appropriate to the post.
16. To conform with the Health and Safety requirements relevant to the post.
17. 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.	A/I
5. Ability to work flexibly, including evenings and weekends	A/I
6. The ability to work constructively towards programme area targets or objectives	A/I
7. The ability to advise students on working effectively and to implement the colleges Health and Safety policy, including the production of risk assessments	A/I

Experience	PSM
8. Practical experience of working within an Arts industry.	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 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



# 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:

