

RAVENSBOURNE

ROLE DESCRIPTION AND PERSON SPECIFICATION ACADEMIC AND TECHNICAL STAFF
<p>Role Title: Technical Tutor Photography (Prototyping)</p> <p>Service: Prototyping (Digital Technologies – DDTEC)</p> <p>Pay Band: Band C</p> <p>Reports to: Subject Lecturer, Prototyping</p>
<p>Purpose of Role: To support the Photographic Studio and its users: To provide skill training, learning materials and technical support for the studio, its operation and the associated software and equipment.</p>
<p>Role Responsibilities:</p> <ul style="list-style-type: none">• To deliver software & technical training workshops relevant to Photography courses and related pathways as indicated in the validated course specifications.• To support students within the Photography based courses in the use of software.• To enable students to develop an understanding of how Studio practices relate to professional.• To deliver H&S inductions for the studios and associated areas.• To deliver specialist inductions to sessional tutors unfamiliar with the Institution.• To advise on the appropriate development of the studio, assisting with the installation and maintenance of this equipment.• To oversee online learning resources that support software and equipment.• To support both the presentation of student work for assessment, exhibitions, degree shows or marketing.• To engage in continuous professional development relevant to the subject specialism, teaching responsibilities and professional practice, and to maintain a level of subject expertise.

- To comply with legislative requirements as it relates to the job, including the Data Protection Act, Equal Opportunities, Freedom of Information Act, health and safety obligations.
- To ensure that guests to the Institution are given appropriate health and safety information on arrival.
- To adhere to the Workplace Smoking Policy
- Demonstrate understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role.
- Work within Ravensbourne's Code of Conduct and other Rules
- Comply with all legislative, regulatory and policy requirements (e.g. Finance, HR) as appropriate
- Carry out the policies, procedures and practices of Health & Safety in all aspects of the role
- Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work, and show commitment through everyday practice in the role
- Work in accordance with, and promote Ravensbourne's environmental sustainability policy and practices
- Works continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness
- Perform such other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne's objectives achieved

Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):

Academic Staff, Professional Services IT Services Staff and Technical Tutors

Resources Managed

Budgets: in conjunction with Head of Prototyping, to advise as necessary

Staff:n/a

Other (e.g. equipment; space): Health and Safety and First Aid training will be required within 3 months of taking up the post

Person Specification (Knowledge, Skills and Behaviours)	Essential	Desirable
<u>Core Personal Skills</u>		
Minimum Qualification Required : HND / BA(Hons) in a relevant discipline	✓	
Teacher training qualification – City & Guilds Stage 1 (minimum)		✓
Experience of FE or HE teaching or relevant instruction		✓
Customer focus and service Understands the relationship between provider and customer, and the expectations of the recipient of a service. Is able to identify all such relationships in which they are involved, and with an attitude of mind that places the needs of the customer first, provides a service that fully satisfies them.	✓	
Enterprise and support for Income generation Understands the critical importance of income generation, in particular from student recruitment, and is alert to the opportunities for increasing income from existing or new sources, taking action as necessary.	✓	
Team working Works collaboratively and harmoniously within the team and more widely with all significant others to get the job done, to the satisfaction of all those involved.	✓	
Communicating and relating to others Communicates clearly orally and in writing, and in relating to others builds and maintains effective relationships openly and honestly, using every medium appropriately and with consideration for the audience, so that the messages (both ways) are understood and able to be acted upon.	✓	
Organising work Organises work for optimum effectiveness, using all the resources, tools and methods available, so that the objectives of the role, team and organisation are met.	✓	
Using IT Makes optimum use of appropriate digital technology and IT systems in all aspects of the role, particularly the ability to operate in a Virtual Learning Environment	✓	

Person Specification (Knowledge, Skills and Behaviours)	Essential	Desirable
<p>Problem solving and decision making Anticipates problems or issues and deals with them creatively and constructively, reaching a rational decision for dealing with the problem or issue; one that is capable of practical implementation</p>	✓	
<p>Future focussed and change-ready Understands their current position in the broader environmental context and is receptive to, and open minded about, change, enabling them to respond positively and creatively to changing circumstances and requirements.</p>	✓	
<p>Numeracy and Statistics Understands, uses and presents numerical information clearly and accurately, according to the requirements of the task in hand.</p>	✓	
<p><u>Academic and Technical knowledge and know-how</u></p>		
<p>Subject knowledge and its application Maintains, develops and applies comprehensive knowledge of the relevant subject discipline(s) and the means of keeping up to date in the application of that knowledge, for teaching and other aspects of the role</p> <p>Relevant experience within professional photographic studio</p> <p>Knowledge of printing processes</p> <p>Experience of using a learning management system (e.g. Moodle) to support student learning</p> <p>Intermediate level skills in maintenance of computer and other digital hardware</p>	✓ ✓ ✓ ✓ ✓ ✓	
<p>Interdisciplinarity Understands inter-disciplinary and convergent processes in creative and digital activities, and demonstrates a commitment and ability to ensure this is reflected in the educational offer</p>		✓

Person Specification (Knowledge, Skills and Behaviours)	Essential	Desirable
<p>Applied research and knowledge transfer Maintains, develops and applies comprehensive knowledge of the relevant subject discipline(s) and the means of applying that knowledge in an industrial/professional practice context</p>		✓
<p>Planning and managing student events Ensures that the work of existing and graduating students is presented and promoted effectively to a wide range of audiences, through an innovative programme of events and activities</p>		✓
<p>Professional context Develops and maintains an understanding of how developments in the professional, legal, regulatory and educational contexts impact upon own role specifically, and Ravensbourne more generally</p>		✓
<p><u>Academic and Technical educational delivery, systems and processes</u></p> <p>Teaching and Learning Combines subject content and learning and teaching methods in ways that fully enable learners to achieve their goals</p>	✓	
<p>Student recruitment, Admission and Induction Ensures that prospective students are attracted by Ravensbourne's offer and assisted in making their choice; that they are selected fairly and in accordance with equality and diversity principles; and that they are enrolled and registered promptly and efficiently, and receive an effective induction</p>		✓
<p>Student Engagement Involves students fully in their educational experience by encouraging them to contribute as Course Representatives or Student Union Officers; participating in course evaluation and curriculum design; and helping them understand the nature of their educational experience, by setting realistic expectations</p>		✓
<p>Course administration and quality assurance Supports the delivery of education to students by contributing to the efficient running of the programme, in accordance with Ravensbourne's quality standards and procedure</p>		✓

Person Specification (Knowledge, Skills and Behaviours)	Essential	Desirable
<p>Technical Equipment Ensures that all equipment in use is fit for educational purpose, and that new equipment is purchased cost effectively, installed safely, and regularly maintained</p>	✓	
<p>Industry and educational context Develops and maintains an understanding of how developments in both the relevant industries and higher and further education impact upon the role specifically and Ravensbourne more generally</p>	✓	