**Technical Tutor - Fashion Atelier**



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| School/Department: | Technical Services |
| Grade: | 6 |
| Reports to: | Technical Services Manager |
| Responsible for: | N/A |
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| Job Summary and Purpose: | To provide a technical support and tuition in the areas of Fashion Atelier that meet the needs of the course, portfolio, and students, and enable optimum use of campus facilities and actively support students to undertake cross-disciplinary practice. |

**01 MAIN DUTIES**

This professional role will encompass all of the following, but the balance of duties and responsibilities will be determined in agreement with your line manager and the principles of the stated job purpose.

* 1. General Duties
		1. To deliver workshops and provide technical teaching support at times identified on published student timetables
		2. To plan and deliver technical workshops, workflows, and instruction in support of the academic aims of the courses.
		3. Develop and prepare learning materials for students in support of technical tuition e.g., handouts, sample work and digital resources such as video tutorials. etc.
		4. Tutor students on the technical components of their projects in the area of garment construction and finishing. The tutoring role typically encompasses the following:
		5. Technician Tutors teach processes as part of the delivery of named units;

A Technician Tutor aligns the level of instruction with the required learning outcomes of particular units;

* + 1. Liaison with Programme Directors and unit leaders to define processes and depth of knowledge that need to be taught to support the course curriculum;
		2. Support academic staff in the technical support required for teaching and research.
	1. Specialist Duties
		1. To operate, demonstrate, advise and maintain the use of garment construction machinery and associated processes for the needs of the Fashion Atelier course and other courses as required.
		2. To carry out sample room/garment production inductions, support and advise students through hand and machine techniques including industrial sewing machines, presses, over lockers and buttonhole machines, together with associated professional techniques using a range of materials and fabrics.
		3. To supervise for safety, quality as well as for productivity.
		4. To advise and support students in pattern cutting, draping and garment construction.
		5. To construct a schedule for the maintenance and repair of equipment within the defined areas and carry out routine work, which is not covered by service contracts.

To provide support for student learning and academic teaching including:

* + 1. To induct students, through demonstration, into the designated area’s safe working practices, basic processes, and proper use of equipment / materials, and record the achievement of these basic competencies.
		2. To offer technical advice and assistance on request by students and staff.
		3. To assist in the organisation and preparation of external and internal shows and student exhibitions.

**02**  **DUTIES OF ALL STAFF**

2.1 To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.

2.2 Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.

2.3 Take responsibility for health and safety of yourself and others in carrying out the duties of the role.

2.4 To promote equality, diversity and inclusion in your performance of your duties.

2.5 Undertake any other work and hours of work as required to commensurate with the level and responsibility of the post.

2.6 To actively participate in learning and development to meet the requirements of your role and the University.

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| **03 Selection Matrix** | **Essential** | **Desirable** | **Used to shortlist** |
| **Qualifications** |
| 1 | Level 5 or above qualification commensurate in a relevant discipline or equivalent experience (Masters’ Degree in a related discipline is desirable). | 🗶 |  | 🗶 |
| 2 | PGCE or equivalent teaching qualification, or the willingness to undertake the development to become qualified. |  | 🗶 |  |
| **Knowledge & Experience** |
| 3 | Substantial experience working in a professional couture/tailoring environment | 🗶 |  | 🗶 |
| 4 | Demonstrate sound working knowledge of pattern cutting | 🗶 |  |  |
| 5 | Demonstrate strong experience in all aspects of garment production | 🗶 |  | 🗶 |
| 6 | Ability to demonstrate garment production to mixed ability groups | 🗶 |  |  |
| 7 | Practical experience of bespoke tailoring methods and techniques | 🗶 |  |  |
| 8 | Experience of teaching and supporting learning for garment production, at a range of levels, and to student with specific learning differences. | 🗶 |  |  |
| 9 | Ability to plan and deliver inspiring lessons to introduce core concepts, and to empower learners to experiment, innovate, and collaborate. | 🗶 |  | 🗶 |
| 10 | Communicate using straight forward, inspiring language that is tailored to the audience, using the most appropriate medium. | 🗶 |  |  |
| 11 | Demonstrate ability to troubleshoot, analyse and diagnose problems with garment production equipment | 🗶 |  |  |
| **Personal Attributes and Behaviours** |
| 12 | Ability to create realistic plans to help effectively manage own workload, ability to work under pressure by prioritising work to meet deadlines and achieve personal and team objectives. | 🗶 |  |  |
| 13 | Ability to work in a supportive role within a team, collaborating with colleagues to deliver best student outcomes. | 🗶 |  | 🗶 |
| 14 | Experience of delivering a customer focused service. | 🗶 |  |  |
| 15 | Demonstrate an ability to work systematically, follow procedures and maintain accurate records, with a keen attention to detail. | 🗶 |  |  |
| 16 | Identify Health & Safety in the workplace areas of concerns, with ability to resolve issues and comply with statutory and regulatory requirements. | 🗶 |  |  |
| 17 | Demonstrate ability to set and meet challenging goals, create own measures and consistently seeks ways of improving performance. | 🗶 |  |  |

Does the role require a DBS? NO