Technician: Pattern Cutting - Fashion Atelier



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| School/Department: | Technical Services |
| Grade: | 5 |
| Reports to: | Technical Services Manager  |
| Responsible for: | N/A |
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| Job Summary and Purpose: | To provide technical support and instruction in the areas ofFashion Atelier that meets the need of the course, portfolio and students, and enable optimum use of campus facilities and actively supports student 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.

1.1 Specialist Duties

1.11 To deliver demonstrations at times identified on published student timetables

1.1.2 To deliver technical demonstrations and skills workshops within the specialist Fashion Atelier areas of pattern cutting and draping, in support of the academic aims of the courses.

1.1.3 Develop and prepare materials, including digital resources, for students in support of technical tuition e.g., hand- outs, sample work etc.

1.1.4 Support students on the technical components of their projects as part of the delivery of named units.

1.1.5 Liaise with Programme Directors and unit leaders to define processes and depth of knowledge that need to be demonstrated to support the course curriculum.

1.1.6 Support academic staff in the technical support required for teaching and research

1.1.7 To provide professional expertise, guidance, support, and demonstrations in Fashion and associated process.

1.1.8 To induct students, through demonstration, into the designated area’s safe working practices, basic processes, and proper use of materials, and record the achievement of these basic competencies.

1.1.9 To offer technical advice and assistance on request by students and staff in support of all aspects of the Fashion Atelier practice, to include equipment, specialist spaces and processes (e.g., pattern cutting).

1.1.10 To explain hazards associated with equipment and processes and demonstrate precautions against them including checks to be carried out prior to using equipment.

1.1.11 Facilitate students in the upkeep of main studio areas including the periodic clear out and maintenance of spaces.

1.1.12 To assist in the organisation and preparation of external and internal shows and student exhibitions.

1.1.13 To undertake and maintain risk assessments necessary for the operation of the designated areas and processes.

1.2 General Duties

1.2.1 To assist with the day-to-day function of the campus fashion related resources based in various locations on campus, including the use of a range of specialist fashion related equipment and processes.

1.2.2 To supervise the designated areas, permitting access to only those students who are recorded as having completed induction and ensuring that they continue with safe working practices at all times.

1.2.3 To ensure designated areas are clear, tidy, and always remain a healthy and safe working environment.

1.2.4 To consult with the Technical Services Manager on the long-term development of facilities.

1.2.5 Self-appraise and pursue, with the aid of an annual PDR, a plan for personal and continuing professional development.

1.2.6 To attend weekend and evening events when required. Time off in lieu will be given.

1.2.7 Undertake other responsibilities appropriate to the efficient operation of the University and commensurate with the post and grade.

1.2.8 To cover non-specialist main duties in the short-term absence of other technician colleagues as indicated by the Technical Services manager.

1.2.9 To give feedback and suggestions to the Technical Services manager, and Programme Director as applicable, so that they can represent those views as appropriate at University committees and working groups of which they are a member.

1.2.10 Ensure compliance with all relevant legislation and take responsibility for understanding and implementing University policies and procedures including those governing Health and Safety, Equal Opportunities, Copyright, Data Protection (GDPR), Freedom of Information and Disability, within the remit of the post.

1.2.11 To work within guidelines provided by the Technical Services manager, including those for the allocation of duties, authorisation of hours of work, sickness, annual leave etc.

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

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

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

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 | National Qualification Framework Level 5 equivalent or equivalent experience | û |  | û |
| 2 | PGCE or equivalent teaching qualification, or the willingness to undertake the development to become qualified. |  | û |  |
| **Knowledge & Experience** |
| 3 | Demonstrate extensive experience of pattern cutting and draping | û |  | û |
| 4 | Ability to use and demonstrate machinery and equipment associated garment production | û |  |  |
| 5 | Experience of demonstrating fashion related equipment & processes at a range of levels, and to students with specific learning differences | û |  |  |
| 6 | Ability to create teaching materials including sample preparation for a range of skill levels |  | û |  |
| 7 | Demonstrate practical techniques associated with pattern cutting  | û |  | û |
| 8 | Understanding of fabrics including fabric manipulation and pressing |  |  |  |
| 9 | Knowledge of sample preparation |  |  |  |
| 10 | Knowledge of a range of industrial sewing machines including overlockers & domestic machines |  |  |  |
| 11 | Experience of working within the Fashion industry |  | û |  |
| 12 | Ability to identify Health & Safety in the workplace areas of concerns, with ability to resolve issues and comply with statutory and regulatory requirements. | û |  |  |
| **Personal Attributes and Behaviours** |
| 13 | 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. | û |  |  |
| 14 | Experience of delivering a customer focused service. | û |  |  |
| 15 | Demonstrate an ability to work systematically, follow procedures and maintain accurate records, with a keen attention to detail. | û |  |  |
| 16 | Demonstrate ability to set and meet challenging goals, create own measures and consistently seeks ways of improving performance. | û |  | û |
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Does the role require a DBS? No