



Design Assistant JOB DESCRIPTION

POSITION / JOB TITLE: Secondary Design and Arts Assistant

REPORTS TO / SUPERVISED BY: Secondary Design Learning Leader

SUMMARY OF THE JOB:

The **Secondary Design and Arts Technical Assistant** has the prime responsibility for supporting the day-to-day implementation of the Secondary Design and Arts physical and specialised needs. The Secondary Design and Arts Technical Assistant will work in close conjunction with each of the specialist teachers in the Secondary Design and Arts Departments. The role will include a developing knowledge of all aspects of Design and Arts, including Digital Design, Product Design and Multimedia Design

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Experience in practical trades such as engineering, Design, arts, carpentry
- Formal teaching certification (desirable)
- School Design and Technology technician training certification (desirable)
- Experience or knowledge of resistant materials, 3D printers, laser cutters, CNC machines, workshop equipment etc. or willingness to undergo training in these areas.
- Proactive nature, strong organizational skills
- Proficient in Romanian and English (desirable)
- Excellent interpersonal skills, flexible and open minded.

PERSONAL REQUIREMENTS:

- Passionate and experienced about learning in Design, Engineering, multimedia Arts
- Exceptional organizational, communication, and interpersonal skills
- High proficiency in written and spoken English
- Enjoys working with students of all ages

DUTIES OF THE POSITION:

- ensure a **safe environment**; including that all health and safety procedures are understood and followed correctly
- **liaise with academic staff** to discuss timetables, equipment requirements and work plans
- **coordinate work** in the Secondary Design area to ensure efficient use is made of equipment
- **support the work of teachers in classes** and workshops and give technical advice to staff and students
- **work with individual students** and support them on research projects
- **run trials** of materials/processes/manufacturing techniques and **prepare, set up and check** equipment and material prior to classes
- **put away equipment** after lessons; ensure that equipment is properly cleaned and materials are appropriately stored
- **maintain and repair equipment** and/or contact the respective service provider
- **manage the stock control** of materials and equipment

- **record keeping** and administrative tasks

TERMS OF EMPLOYMENT & CONTRACT:

- Working hours are from 7:30am – 4pm.
- Initial appointment will be for a one year determined contract.
- For certified applicants this position will be paid on a Teaching Assistant scale.
- This position is open for all local candidates.