**Job Description:**

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| **Post:** | **Technician/Instructor**  |
| **Salary Grade:** | **Grade 2 (£15,594 - £17,964)** |
| **Responsible to:** | **Head Technician and Learning Manager**  |
| **Responsible for:** |  **N/A** |

**Key Purpose:**

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| **1** | To work collaboratively and innovatively with staff to develop and review programmes, ensuring a high quality of provision in response to student needs. |
| **2** | To deliver instruction to students. |
| **3** | To ensure that student needs are met in a responsive way in line with the concept of inclusive learning. |
| **4** | To ensure that Health and Safety guidelines are adhered to. |
| **5** | To be responsible for the daily operation of workshop equipment, teaching resources and the preparation and supervision of designated areas. |

**Key Responsibilities and Accountabilities:**

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| **1** | Assisting Lecturing staff to ensure that appropriate learning materials are prepared and assignments are undertaken in a timely manner, in accordance with the awarding body criteria. |
| **2** | To undertake administration related course requirements and provide reports and statistics as required. |
| **3** | To maintain and develop resources and services, in keeping with departmental requirements. |
| **4** | To participate in marketing activities, liaise with employers and promote the College for the purpose of gaining sponsorship, advertising, good public relations and increased student recruitment. |
| **5** | To instruct and supervise students to ensure success in theory and practical sessions and assist with student assessments linked to future teacher training if required. |
| **6** | To liaise with Additional Support in specific cases to ensure students get appropriate support. |
| **7** | To assist with technical support for students and the team. |
| **8** | To participate in curriculum area, College, employer/parent functions, reviews, meetings and promotional activities, as required. |
| **9** | To maintain accurate documentation and stock records and to provide feedback to agencies as appropriate. |
| **10** | To implement and maintain the regulations of the Health and Safety at Work Act 1974 and all other related Health and Safety legislation and regulations. |

**Cross-College Responsibilities and Accountabilities:**

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| --- | --- |
| **1** | Fully support and adhere to the college approved strategies, policies and procedures. |
| **2** | Champion the College’s equal opportunities and health and safety requirements |
| **3** | Take responsibility for one’s own professional development. |
| **4** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |
| **5** | To support and participate in College wide activities where required. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Level 2 Qualification in the relevant subject area | Y |  | A |
| 2 | Level 3 Qualification in the relevant subject area |  | Y | A |
| 3 | Level 2 literacy and numeracy | Y |  | A |
| 4 | Assessor or Verifier units |  | Y | A |
| 5 | An appropriate teaching qualification (or working towards) eg PTLLS Level 3 Award in Education and Training. |  | Y | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 6 | Relevant industrial/subject experience | Y |  | A/I |
| 7 | Working knowledge of the relevant vocational area | Y |  | A/I |
| 8 | Microsoft Office applications, including Word and PowerPoint | Y |  | A/I |
| 9 | Administrative Experience |  | Y | A/I |
| 10 | Instructing groups in practical environment |  | Y | A/I |
| 11 | Knowledge of Health & Safety legislation  | Y |  | A/I |
| 12 | Understanding of virtual learning environments and on-line learning |  | Y | A/I |
| 13 | An understanding of safeguarding vulnerable groups |  | Y | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 14 | Time management skills, organisational skills and the ability to prioritise tasks effectively | Y |  | A/I |
| 15 | Ability to communicate to a diverse range of people at all ages and levels, verbally and in writing | Y |  | A/I |
| 16 | Ability to work alone and as part of a team | Y |  | A/I |
| 17 | Ability to manage challenging behaviour | Y |  | A/I |
| 18 | Ability to solve problems and make decisions | Y |  | A/I |
| 19 | Flexible in approach | Y |  | I |
| 20 | Innovative and creative in meeting the needs of learners | Y |  | I |
| 21 | Committed to student support | Y |  | I |

Key to assessment methods:

A = Application

I = Interview