

## Job Description

JOB TITLE:	Technician
GRADE:	Band G Support Pay Scale
REPORTS TO:	Head of Department/Programme Manager
CAMPUS:	BCA
JOB PURPOSE:	Provide an outstanding student experience through the provision of a safe practical teaching and learning environment, supporting learning through demonstration, instruction and supervision.

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### Main Duties

1. Support learning.
2. Provide a safe learning environment.

#### 1 Support Learning

- 1.1 Support the induction of students.
- 1.2 Assist lecturing staff with practical demonstration and instruction within a learning environment as required.
- 1.3 Prepare equipment, materials and practical learning environments for lessons.
- 1.4 Participate in parents' evenings, recruitment, trade events, conferences, open days and other marketing events as appropriate.

#### 2 Provide a Safe Learning Environment

- 2.1 Maintain safe working practices within the practical learning area, completing risk assessments where appropriate.
- 2.2 Maintain and schedule maintenance and servicing of all equipment, tools and machinery, producing estimates of repairs where required.

- 2.3 Ensure supplies, parts and consumables are safely stored and that adequate stocks are maintained.
- 2.4 Ensure the practical learning area is kept clean and tidy.

### 3 **General Duties**

- 3.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 3.2 Be responsible for safeguarding and promoting the welfare of students.
- 3.3 Maintain student morale and discipline within the college site.
- 3.4 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 3.5 Any other duties commensurate with the level of responsibility within the Group.

### **NOTE**

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

## PERSON SPECIFICATION - TECHNICIAN

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
L3 qualification in subject area supporting		X	AF
L2 English	X		AF
L2 maths	X		AF
First Aid qualification or willing to work towards	X		AF / IV
<b>EXPERIENCE</b>			
Work experience relevant to area	X		AF / IV
Experience of working with young people		X	AF / IV
Experience of working in an educational environment		X	AF / IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Ability to embed English and maths into learning		X	Test
IT skills e.g. word, excel, power-point, email, databases	X		AF
Ability to motivate students	X		Test
Good administrative skills	X		AF
Ability to organise work and meet deadlines	X		AF
Flexible approach to work	X		AF / IV
Interpersonal skills to work with a range of stakeholders	X		IV / Test
Enthusiasm for learning and subject area	X		IV / Test
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college	X		IV
Commitment to inclusion	X		IV

**KEY:**

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview.

All the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation