

## Job Description

<b>JOB TITLE:</b>	Technician
<b>GRADE:</b>	Scale G £23,695 - £26,336
<b>HOURS:</b>	Full-time
<b>REPORTS TO:</b>	Head of Department
<b>CAMPUS:</b>	All sites
<b>JOB PURPOSE:</b>	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.
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- 1 **Support Learning**
    - 1.1 Support the induction of students.
    - 1.2 Provide practical demonstration and instruction within a learning environment as required.
    - 1.3 Prepare equipment, materials and practical learning environments for lessons.
    - 1.4 Provide advice and guidance to students.
    - 1.5 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.

#### 4 **General Duties**

- 4.1 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.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Maintain student morale and discipline within the college site.
- 4.4 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 4.5 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	
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 of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

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

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