



Job Description

JOB TITLE:	Creative Arts Skills Instructor
GRADE:	Support Pay Scale H £23,647.50 - £26,034.16 (FTE £26, 336 - £28, 994)
HOURS:	37 hours per week, term time working over 40 weeks per year.
REPORTS TO:	Head of Department
CAMPUS:	Berkshire College of Agriculture
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.

Main Duties

1. Support learning.
2. Provide a safe learning environment.
3. Technical support).

1 Support Learning

- 1.1 Support the induction and on-going development 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 and supervision of learners on and offsite.
- 1.4 Provide ongoing formative assessment and feedback to students.
- 1.5 Maintain accurate and detailed student records.

1.6 Participate in parents' evenings, recruitment, trade events, conferences, open days and other marketing events as appropriate.

1.7 Contribute to the development of the curriculum.

2 **Provide a Safe Learning Environment**

2.1 Maintain safe working practices within the practical learning areas, 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 safe, clean and tidy.

3 **Technical Support** (where appropriate)

3.1 Ensure rooms and equipment are kept organised, logged and well-maintained.

3.2 Alongside other (Technician) colleagues, plan, prepare and install exhibitions and manage performance projects and associated resources.

3.3 Administration tasks include, but are not limited to, ordering of materials and equipment, stock checks, facilitation of transport for trips and visits, driving minibuses, updating student records and ILPs (Individual Learning Plans).

3.4 Assisting, as directed by the Head of Department, learners with exam or external assessment preparation, development of English, mathematics and ICT skills, planning and structuring written and practical assignment work.

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
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L3 Teaching qualification or willing to work towards		X	AF
Minimum L3 vocational qualification	X		AF
L2 English	X		AF
L2 maths	X		AF
First Aid qualification or willing to work towards	X		AF / IV
EXPERIENCE			
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
SKILLS, KNOWLEDGE AND ABILITIES			
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