

JOB DESCRIPTION

Post:	Instructor / Technician
Responsible to:	Curriculum Manager
Pay Band:	4

JOB PURPOSE

To provide high quality training and instruction in a range of practical skills to young people and adults and to provide support to teaching staff. The person appointed must be able to maintain equipment to a high standard, carry out minor repairs to equipment and be part of the technician team providing estate maintenance across the campus.

KEY DUTIES

Main Responsibilities and Main Duties of the Post

- To develop the learners practical skills
- To deliver practical training sessions
- To supervise groups of learners on work experience
- To assess student learning and maintain accurate records of progress
- To work with employers, lecturers and other technician staff to provide high quality learning opportunities for students
- Liaise with and give regular feedback to course teams on student progress
- Maintain and prepare equipment used for classes and undertake minor repairs as appropriate
- Liaise with suppliers, raise orders, ensure accurate inventories are held, and stock control checks are carried out;
- Maintain a high standard of health and safety, cleanliness, tidiness, discipline, maintenance and security within the unit;
- Undertake health and safety examinations of equipment on a regular basis to ensure compliance with health and safety regulations and maintain records.
- Carry out and regularly review/update risk assessments for practical activities and maintain accurate COSHH records
- Work flexibly with other technician staff to carry out practical estates work and provide support to students and staff across campus

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

CRITERIA		
It is essential that the post holder has:		How Assessed
1	Hold a minimum of a level 3 qualification or equivalent in relevant subject.	Application Form
2	Have experience of working with young people aged 14 – 19.	Application Form, Interview
3	Have sound practical experience of working within the industry	Application Form, Interview
4	Be able to use the full range of equipment.	Application Form, Interview
5	Experience of maintenance of equipment, stock control and parts ordering	Application Form
6	Ideally hold a teaching/coaching qualification or be willing to train towards qualified teacher status.	Application Form
7	Excellent IT, written and verbal communication skills;	Application Form, Interview
8	Demonstrate literacy and numeracy at level 2.	Application Form, Tests
9	Have the ability to work within a team in addition to working alone; prioritise tasks and use initiative;	Application Form, Interview
10	Hold a first aid at work certificate or be willing to train towards one;	Application Form
11	Able to carry out workshop risk assessments and maintain appropriate H&S records.	Application Form
12	Hold a current driving licence;	Application Form
It is desirable that the post holder has:		How Assessed
1	Be willing to train to drive a minibus	Application Form
2	A Health and Safety qualification or be willing to train towards one	Application Form
3	An Assessor qualification	Application Form
4	A knowledge and understanding of Safeguarding/Child Protection issues relevant to the post	Application Form, Interview

CONDITIONS OF SERVICE

Salary:	Pay band 4
Payment:	Monthly in arrears direct to bank via the Bank Automated Clearing System [BACS]
Hours:	37 hour per week, 52 weeks per year
Holidays:	24 working days, rising to 29 days plus Bank and Public Holidays pro rata
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.