

## JOB DESCRIPTION

|                        |                                |
|------------------------|--------------------------------|
| <b>Post:</b>           | <b>Instructor / Technician</b> |
| <b>Responsible to:</b> | <b>Curriculum Manager</b>      |
| <b>Pay Band:</b>       | <b>4</b>                       |

### 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 plan and 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
- Carry out PAT testing of equipment within the unit; (training will be given)
- Work flexibly with other technician staff to carry out practical estates work and provide support to students and staff across campus

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

## PERSON SPECIFICATION

It is **essential** that the post holder has:

|           | <b>Essential criteria</b>   | <b>How assessed</b> |
|-----------|---|---------------------|
| <b>1</b>  | Hold a minimum of a level 3 qualification or equivalent in relevant subject.                              |                     |
| <b>2</b>  | Have experience of working with young people aged 14 – 19.  |                     |
| <b>3</b>  | Have sound practical experience of working within the industry  |                     |
| <b>4</b>  | Be able to use the full range of equipment.   |                     |
| <b>5</b>  | Ideally hold a teaching/coaching qualification or be willing to train towards qualified teacher status.   |                     |
| <b>6</b>  | Excellent IT, written and verbal communication skills;  |                     |
| <b>7</b>  | Demonstrate literacy and numeracy at level 2.   |                     |
| <b>8</b>  | Have the ability to work within a team in addition to working alone; prioritise tasks and use initiative; |                     |
| <b>9</b>  | Hold a first aid at work certificate or be willing to train towards one;                                  |                     |
| <b>10</b> | Hold a current driving licence;   |                     |

It is **desirable** that the post holder has:

|          | <b>Desirable Criteria</b>  | <b>How Assessed</b> |
|----------|--|---------------------|
| <b>1</b> | Be willing to train to drive a minibus                               |                     |
| <b>2</b> | A Health and Safety qualification or be willing to train towards one |                     |