

Job Role Details		Last Updated: November 2020
Department/ Location:	Motor Vehicle/ Cross site	
Job Title:	Technician/ Instructor	
Salary Grade	Combined Grade	
Responsible to:	Head of Department	
Responsible for:	No staff management responsibilities	
Job Purpose Statement:		
Undertake practical support, instruction, supervision and assessment duties as directed by the teaching staff		
Main Responsibilities and Duties:		
<p><i>The following is an indication of the type and level of the main priorities expected of this role as directed by your line manager and is not intended to be a comprehensive list of duties or tasks:</i></p> <ol style="list-style-type: none"> 1. Deal with materials, tools and equipment for workshop sessions, including maintaining stock levels, ordering, unloading of delivered materials, preparation for sessions, issuing to students and monitoring its use, in compliance with H&S and COSHH regulations. 2. Exercise good and safe workshop practise in compliance with Health and Safety regulations and legislation and to maintain a safe, clean and tidy learning environment 3. Monitor and register the attendance of students in workshop, using markbook to monitor students' progress in practical sessions 4. Undertake the supervision, training and assessment of students, including monitoring, recording and reporting students' progress as required on or off site. 5. Assist students to compile portfolios in accordance with the requirements of the awarding organisation 6. Meet regularly with Assessors and Internal Verifier to standardise assessment decisions. 7. Assist with the delivery of apprentice training programmes both in the work place and in College as required by the Head of Department. 8. Phone students and parents who do not attend your practical sessions and record this on pro monitor including action plans for students. 9. Take responsibility for the safe management of materials, chemicals, tools, equipment and instrumentation according to the levels of associated risk during the ordering, storage, use and disposal process with reference to COSHH Regulations and other relevant H&S legislation 		



In addition all post holders will be required to be trained to act as Fire Marshals and First Aiders.

All staff are required to:

- Staff must complete mandatory annual Continuing Professional Development (CPD) in accordance with the number of hours set for their Department.
- Travel between sites as and when required in accordance with their job role.
- Evening and weekend work may be required to meet the needs of the service
- Comply with and understand all aspects of legislation and College policies and processes relating to safeguarding, including promoting the welfare of children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Comply with, understand and promote statutory and college best practice in Health & Safety at a level relevant to the role and responsibilities held by the post holder.
- Comply with, understand and promote statutory and college best practice in respect of GDPR at a level relevant to the role and responsibilities held by the post holder.
- During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties in compliance with GDPR or with the specific permission given on behalf of the College.
- Actively take responsibility for their personal learning and development (informal and formal) reviewing and reflecting on their performance within their current role.
- Promote, adhere to, understand and put into practice all college policies and procedures.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the MidKent College Equal Opportunities Policy.
- Attend and complete all mandatory training sessions or on-line computer based training packages as required by the college.
- Undertake any other duties consistent with the key responsibilities and/ or duties of this role as directed by your manager.

Person Specification

Qualifications	Criteria	Assessment Method
	<ul style="list-style-type: none"> • Essential (E) • Desirable (D) 	<ul style="list-style-type: none"> • Application (A) • Assessment Centre (AC)
<ul style="list-style-type: none"> • Basic qualifications or significant experience relevant to trade. 	<ul style="list-style-type: none"> • E 	<ul style="list-style-type: none"> • A/AC
<ul style="list-style-type: none"> • Health and Safety qualification or willingness to work towards. 	<ul style="list-style-type: none"> • D 	<ul style="list-style-type: none"> • A/AC
<ul style="list-style-type: none"> • An approved teaching qualification or willingness to work towards. 	<ul style="list-style-type: none"> • D 	<ul style="list-style-type: none"> • A/AC
<ul style="list-style-type: none"> • Relevant Assessor qualification or willingness to work towards. 	<ul style="list-style-type: none"> • D 	<ul style="list-style-type: none"> • A/AC





Experience		
<ul style="list-style-type: none"> • Proven recent experience and competency in relevant occupational field. • Experience and current knowledge of assessment criteria • Knowledge of relevant Health & Safety procedures. 	<ul style="list-style-type: none"> • E • E • E 	<ul style="list-style-type: none"> • A/AC • A/AC • A/AC
Skills & Aptitudes	Criteria	Assessment Method
	<ul style="list-style-type: none"> • Essential (E) • Desirable (D) 	<ul style="list-style-type: none"> • Application (A) • Assessment Centre (AC)
<ul style="list-style-type: none"> • Ability to multi task, across subject areas. • Ability to prepare assessment simulations • Ability to use Microsoft Office and College ordering systems • Ability to plan, organise and communicate clearly • Ability to work flexibly and reliably with minimum supervision • Ability to load / unload materials and supplies with safe handling • Enthusiastic attitude to training and Continuing Professional Development • Interest in the development of students and willingness to assist in their learning where possible • Ability to communicate with students in practical sessions across all levels • Good digital skills • Ability to embed English and maths in practical sessions. 	<ul style="list-style-type: none"> • E • E • E • E • E • E • E • E • E • E • D 	<ul style="list-style-type: none"> • A/AC • A/AC • A/AC • A/AC • A/AC • A/AC • A/AC • A/AC • A/AC • A/AC • A/AC
Other Requirements		
<ul style="list-style-type: none"> • The successful candidate will be required to act with discretion, pride, purpose, resilience and confidentiality. • Willing to undertake mandatory training and demonstrate awareness of Health & Safety requirements. • Willing to undertake mandatory training and demonstrate awareness of GDPR. • Willing to undertake all other mandatory training as required by the College. • The successful candidate will be required to adopt a student focus and commitment to 	<ul style="list-style-type: none"> • E • E • E • E • E 	<ul style="list-style-type: none"> • AC • AC • AC • AC • AC





developing knowledge of quality improvement processes and systems.		
Safeguarding		
<ul style="list-style-type: none">• The College is committed to safeguarding and promoting the welfare of young people and venerable adults. The candidate's ability to perform the duties aligned to safeguarding and Prevent strategies within this role will be explored during the interview process.• The successful candidate will be required to have a DBS check to work at the College.	<ul style="list-style-type: none">• E • E	<ul style="list-style-type: none">• A/AC • A