

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.

Main Duties:

- 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

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:

	Essential criteria	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

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

	Desirable Criteria	How Assessed
1	A Health and Safety qualification or be willing to train towards one	Application Form
2	An Assessor qualification	Application Form
3	A knowledge and understanding of Safeguarding/Child Protection issues relevant to the post	Application Form, Interview