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### Role Description

##### Business Area

##### Job Title Brickwork Apprentice

##### Salary Scale In Line with National Minimum Wage

##### Location Hopwood Hall College

##### Accountable to A Harrison (Programme Manager)

##### Hours of Duty 36

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

To provide support to teaching staff and learners within the technology centre

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### Duties

Assist in the preparation of workshop delivery

Undertake general house-keeping duties as required by the department before during and after workshop delivery

Maintain equipment, tools, accessories and workshop procedures as deemed necessary and under the guidance and supervision of qualified staff

Facilitate and support the smooth process of setting up exams and assignment paperwork and invigilation as and when required

Assist in the creation of workshop activities as required

Assist delivery staff as required within the taught sessions.

Assist the lecturer/assessor in delivery of workshop sessions

Undertake day release provision working towards all recognised apprenticeship qualifications

Assist in the installation of permanent assessment rigs within college and on any external site as may be required to complete the framework or support curriculum

Attend any training that is deemed necessary

If required work with building services in order to complete your fame-work

Any other duties of a similar level of responsibility as may be required.

Prepare and maintain all workshop materials and equipment

To ensure that the workshop facilities meet all Health and safety required standards

To support learning within the workshop environment

To attend training as directed and required by the college

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

### This role description will be reviewed and amended on an on-going basis in line with organisational requirements dependant on the needs of the service

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

Minimum current level 2 diploma in brickwork

**How Identified:** Application

Has experience within an academic teaching workshop environment

**How Identified:** Application

Experience in current construction employer environment

**How Identified:** Application

##### Desirable Criteria

A Knowledge of current educational workshop support requirements

**How Identified**: Application

#### Experience

##### Essential Criteria

Has had experience working in a construction team

**How Identified**: Application

##### Desirable Criteria

**How Identified**:

#### Specialist Knowledge

##### Essential Criteria

Level 2 diploma in Brickwork or equivalent qualification

**How Identified**:

#### IT Skills

##### Essential Criteria

Basic Knowledge of it systems

**How Identified**: Application

##### Desirable Criteria

**How Identified**:

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Less Relevant** |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Desirable** |
| 3.3 Presenting and communicating  | **Desirable** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Desirable** |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Less Relevant** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Desirable** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Desirable** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.