

JOB DESCRIPTION

POST TITLE:	Specialist Technician in Automotive
GRADE:	Harmonised Salary Scale Point 14-22
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year
DEPARTMENT:	Construction Trades and Automotive
RESPONSIBLE TO:	Curriculum Manager
RESPONSIBLE FOR:	Provide technical support and maintain safe learning environments. Support learning through the delivery of classes which support learners to consolidate their skills through practise. College's vision to become and sustain outstanding.

PURPOSE OF THE POST

The post holder will:

1. Provide technical support in Automotive to maintain a safe environment which is ready to support learning activities.
2. Support learning through the delivery of classes which support learners to consolidate their skills through practise.
3. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with classroom based and cross-college colleagues as one team, respect and value each other to deliver outstanding services to students.
2. Prepare teaching materials, equipment and resources for student activities and project work.
3. Deliver high quality learning experiences which enable learners to develop in their learning of technical skills.
4. Support the development of learners' mastery of skills through delivery of contextualised vocational sessions and reinforcement of learning through practice of skills.
5. Measure learner progress through a range of assessments.
6. Maintain academic records including registers, records of work and any other records which may be required from time to time.
7. Undertake administrative duties for ordering, receipting and recording goods and materials within the directorate in accordance with established procedures.

8. Distribute equipment, tools and materials to authorised staff and students.
9. Carry out risk assessment of processes, equipment, facilities and COSHH.
10. Maintain stock control for equipment and consumables and informing relevant members of staff when re-ordering is necessary.
11. Check deliveries with delivery notes and storing goods or materials delivered.
12. Provide a high quality, professional image and environment as directed by the Director of Learning
13. Ensure all display work is up to date, of a high quality and represents the students within the current area
14. Assist in the efficient running of the area by being aware of the duties performed by other members of the team and to help if requested.
15. Provide support in other areas of the College when required.
16. Repair and maintaining equipment and tools to comply with Health & Safety requirements.
17. Report maintenance/unsafe items which cannot be rectified by the directorate technician.
18. Dispose of waste materials in line with College procedures.
19. Undertake training as required by the College in order to accommodate flexibility within the technician structure.
20. Attend meetings and briefings to support the smooth running of the directorate.

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.
6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.
7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

Person Specification

Post:	Specialist Technician	Department:	Construction Trades and Automotive
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Subject specific Level 3 qualification	D	A
Minimum of a level 2 qualification in English and maths	D	A
Experience:		
Experience in the Automotive industry	E	A/I
Experience of supporting teaching and learning in a classroom, workshop or workplace environment	D	A/I
Experience in preparation of specialist equipment for Open Days/Evening/Marketing events	D	A/I
Care and maintenance of specialist equipment	E	A/I
Experience in monitoring/updating mandatory Health & Safety records	D	A/I
Skills/Knowledge:		
High quality written and verbal communication skills	E	A/I
A sound knowledge of ordering of materials and stock control	D	A/I
Relevant ICT and digital skills	E	A/I
Ability to work efficiently and accurately under pressure	E	I
A sound understanding of the use of established safety practices	E	I
Excellent organisational, administrative and time management skills	E	A/I
Qualities:		
Ability to interact with all level of learners and staff members	E	I
A willingness to consistently improve through tailored CPD and industry updates	E	A/I
A respectful and inclusive attitude to learners and colleagues	E	A/I
A passion for improving the learner experience	E	A/I
Ability to use own initiative to develop and improve the service within the constraints of the College policy and procedures	E	I
Desire to deliver outstanding performance within the directorate	E	I
Committed to delivering excellent customer service.	E	I
Willing to learn new systems and flexible in adopting new ways of working	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:		Date Produced:	
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