

## JOB TITLE:

# Practical Facilitator (Lec A) (Construction) part or full time

### ROLE OVERVIEW

**Job Title:** Practical Facilitator (Lec A)

**Salary:** £25,817 - £27,354

**Contract Hours:** up to 37 per week (1FTE)

**Teaching Hours:** Annual Maximum 180 - 360

**Contract:** Permanent

**Faculty:** Construction and the Built Environment

**Responsible to:** Curriculum Area Manager

**Functional Links with:** Senior and College Leadership Teams, All staff in the Construction faculty

### KEY ROLE OBJECTIVES

To provide an outstanding learner and staff experience through teaching and supporting the effective delivery of the curriculum

### MAIN RESPONSIBILITIES:

- To support learners and staff in the practical work areas
- To maintain, coordinate and provide technical support within the faculty
- To provide teaching and support to learners

### 1. Teaching and Support

- 1.1. Provide training and support in the classroom or workshop or other work environments
- 1.2. Provide feedback to learners
- 1.3. Provide appropriate support to learners, referring them, where appropriate, to other agencies.
- 1.4. Contribute to the wider enrichment of learners and support students' pastoral needs
- 1.5. Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.6. Participate in appropriate quality assurance procedures.

- 1.7. Set and monitor Personal Targets and ILP's according to Faculty and College Policy.
- 1.8. Participate in open evenings, recruitment, trade events, conferences and other marketing events.

## 2. Provide support to learners and staff

- 2.1. To coordinate the use of specialist associated equipment and facilities.
- 2.2. To support staff with responsibility for curriculum related to the specialist areas.
- 2.3. To support pre-production and post production work related to the curriculum areas.
- 2.4. To undertake appropriate training and act as a Health and Safety representative for all facilities and equipment in your areas.
- 2.5. Provide Health and Safety talks and training to staff and learners as required in your areas.

## 3. Maintain, coordinate and provide technical support within the faculty

- 3.1. Maintain all specialist environments in a safe and tidy condition
- 3.2. Clean and maintain the equipment in your specialist areas.
- 3.3. Regular maintenance of all hand tools, machinery and equipment.
- 3.4. To prepare materials and equipment for use in your curriculum areas.
- 3.5. Maintain inventories of equipment and supplies, including a yearly stock check.
- 3.6. Arranging for reordering of stock to agreed levels to maintain the continuity of practical teaching

## 4. Additional duties

- 4.1. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.2. Be responsible for safeguarding and promoting the welfare of learners.
- 4.3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 4.4. Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

## MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
2. Commitment to equal opportunities.
3. Commitment to British Values and the Prevent Agenda.

## ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the review date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

# Person Specification

## JOB TITLE – Practical Facilitator (Lec A) Construction

### Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

### Experience

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#### Essential Criteria:

- Experience of working within the construction industry/construction education (A/I)
- Experience of working within a team (A/I)
- Experience of using own initiative (A/I)

#### Desirable Criteria

- Knowledge of Health and Safety Risk assessments (A/I)
- Experience of working with young people (A/I)
- Experience of teaching (A/I)

### Skills and Abilities

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#### Essential Criteria:

- Ability to assist in the delivery in high quality practical lessons (I)
- Excellent knowledge of technologies and equipment related to relevant trade areas (A/I)
- Excellent, up to date knowledge of industry standards and trends within the area of construction (A/I)
- Able to supervise and demonstrate tasks confidently to lecturers and learners (I)
- Excellent organisational and administrative skills (I)
- Excellent communication skills (I)
- Able to work under pressure (A/I)
- Able to work independently using own initiative (A/I)
- Excellent time management skills (A/I)

#### Desirable Criteria

- Full driving licence and use of a car (A)

### Personal Qualities

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#### Essential Criteria:

- A commitment to embracing IT, and its implementation across the curriculum and within general practices (A/I)
- Confident, enthusiastic and motivated (I)
- Ability to work effectively in a team (A/I)
- Willing to share good practice (A/I)
- A commitment to continual professional development, with a willingness to undertake further training if necessary (A/I)

#### Desirable Criteria

- Good problem solving techniques (I)

## Qualifications

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### Essential Criteria

- Relevant level 2 / 3/ 4 / 5 qualification or significant vocational experience (A/I)

### Desirable Criteria

- Instructor / Teacher qualification (A)
- Assessing qualification (A)
- Health and Safety qualification (A)
- Specialist construction qualification (A)

## Mandatory Requirement

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### Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

**Reviewed:** October 2024

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.