Job Description

Technical Support (Brick and Block Laying) - Lecturer A

Title: Technical Support (Brick and Block Laying) – Lecturer A

Grade: Lecturer A (£22,034 - £23,346)

Activity: Regulated

Contact Hours: Annual maximum: 180 - 360

Responsible to: Head of Faculty

Job Purpose:

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

Main Responsibilities:

1. To support learners and staff in the practical work areas
2. To maintain, coordinate and provide technical support within the faculty
3. 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 To prepare materials and equipment for use in your curriculum areas.

3.4 Maintain inventories of equipment and supplies, including a yearly stock check.

3.5 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.

Specific Details for the post of Technical Support (Brick and Block Laying) - Lecturer A

- Preparing the workshops at the beginning of the day
- Cleaning and tidying the workshop areas at the end of the day
- Maintaining a safe learning environment
- Mixing, wheelbarrowing and lifting materials such as mortar, bricks and blocks
- Regular maintenance of all hand tools, machinery and equipment
- Ensuring the faculty has supplies of appropriate materials; including ordering and receiving the delivery of goods
- Ability to assist in the teaching of lessons and preparation of resources.

Person Specification

Technical Support (Brick and Block Laying) - Lecturer A

Criteria		How Evaluated	
		Application	**Interview**
Experience	**Essential:**		
	- Experience of working within the Construction Industry / Construction Education	✓	✓
	- Experience of working within a team	✓	✓
	- Experience of using own initiative	✓	✓
	Desirable:		
	- Knowledge of Health and Safety Risks assessments	✓	✓
	- Experience of working with young people	✓	✓
	- Experience of teaching	✓	✓
Skills and Abilities	**Essential:**		
	- Ability to plan and deliver high quality lessons		✓
	- Excellent knowledge of technologies and equipment related to relevant trade areas		✓
	- Excellent, up-to-date knowledge of industry standards and trends within the area of construction		✓
	- Able to supervise and demonstrate tasks confidently to lecturers and learners		✓
	- Excellent organisational and administrative skills	✓	✓
	- Excellent communication skills		✓
	- Able to work under pressure	✓	✓
	- Able to work independently using own initiative	✓	✓
	- Excellent time management skills	✓	✓
	- Physically fit and able to lift and carry materials, such as bricks, blocks and wheel barrows.		✓

Criteria		How Evaluated	
		Application	**Interview**
Qualifications	**Essential:**		
	- Relevant level 2 / 3 qualification or significant vocational experience	✓	
	Desirable:		
	- Instructor / teacher qualification	✓	
	- Health and Safety qualification	✓	
	- Specialist construction qualification	✓	
Personal Qualities	**Essential:**		
	- A commitment to embracing IT, and its implementation across the curriculum and within general practices	✓	✓
	- Confident, enthusiastic and motivated		✓
	- Ability to work responsively in liaison with colleagues, learners, college teams and external agencies	✓	✓
	- Ability to work effectively in a team	✓	✓
	- Willing to share good practice		✓
	- A commitment to continual professional development, with a willingness to undertake further training if necessary	✓	✓
	Desirable:		
	- Good problem-solving techniques		✓
Mandatory Requirements	**Essential:**		
	- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College		✓
	- Commitment to equal opportunities		✓

Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

