



# JOB DESCRIPTION

ACEI Technician Coach

# INTRODUCTION

---

## OUR VISION

Careers focussed education inspiring learners to create their future.

## OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

## OUR VALUES

Defining our values:

# EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having **outstanding features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

# INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

# INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

# JOB DESCRIPTION

---

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	ACEI Technician Coach
Department	Automotive, Construction & Engineering Industries
Pay Spine	4 SCP 18a
Post Reports To	Head of Department

## MAIN TASKS

Within the context of the College's commitment to providing quality education for all, you will be a crucial member of the automotive, construction and engineering team as a technician coach. You will be supporting a range of practical activities within the curriculum and managing the workshops and inventory assigned.

As a coach you will also be required to provide coaching and cover by facilitating sessions, to support learner progress and achievement.

## JOB ACTIVITIES

- To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
- To liaise with Managers to facilitate efficient delivery of the planned curriculum
- To support teaching staff and to provide maximum cover for the support of the delivery of a flexible curriculum.
- To ensure practical areas are prepared for classes, including machinery, equipment and commodities/consumables area available as required by the Senior Technician, curriculum managers or members of the curriculum team.
- To issue equipment and commodities/consumables to teaching staff for practical classes, ensuring they are maintained and returned in good order
- To ensure workshops are set up and left in a clean, safe and compliant manner. Addressing teaching staff and learners to ensure this is met, informing the senior technician or management of any concerns.
- To ensure that Health & Safety policy is adhered to at all times and to ensure that hygienic and safe standards are maintained at all times.

## MAIN DUTIES

- Ability to use a wide range of complex/sensitive equipment within in a relevant area requiring a high standard of technical expertise.
- Ability to organise own workload & work with minimum supervision.

- Ability to follow verbal and written instructions, including drawings and sketches where appropriate.
- Preparation of equipment for practical class-work and demonstrations. When requested, assist staff and students in the use of equipment and help with demonstrations. Allow students access to work areas as requested by course tutors.
- Recording and the issuing of equipment to students and staff.
- Construction of non-standard equipment and modification of existing equipment on request commensurate with the level of the post/course.
- Clean, service, carry out routine maintenance and repairs on equipment, monitor the condition of equipment and bring any faults or defects to the attention of the relevant person
- Provide first line maintenance and support for specialist equipment. Identify major repairs to be undertaken by outside agencies in liaison with the Deputy Head/Head/Deputy Director/Director
- Monitor and keep records of stock levels of equipment and materials, advise on future requirements and participate in annual stock take. Research and conduct orders for equipment and materials liaising with the Deputy Head/Head/Deputy Director/Director
- Assist in the loading/unloading of delivery vehicles and safe storage of goods.
- Responsible for maintaining satisfactory standards of cleanliness, security and safety within designated area(s) and ensuring that all relevant Health and Safety regulations are complied with. Participate in the preparation of all H&S Assessments within the Service/Area.
- Support curriculum delivery team through practical demonstrations and student assessment work. Assist and advise staff and students on technical aspects of projects, equipment and materials.
- Participate in the development of new facilities.
- To work with the Senior Technician or Curriculum Manager in the preparation of Risk Assessments.
- To contribute to the sub self-assessment report for a Curriculum Area under the supervision of the Senior Technician or Curriculum Manager.
- To participate in stock checks when requested by Line Manager.
- To enter orders onto the College finance system if appropriate.
- To have a care for College resources and to follow established procedures in the use of materials, equipment etc.
- Continue to develop own skills by gaining further experience and technical expertise through staff development training.
- Attend and actively participate in relevant Faculty and Course Team meetings.
- Assist with changes to college accommodation as directed and in accordance with the skills of the post holder.
- To undertake other duties as directed by the relevant Deputy Head/Head/Deputy Director/Director commensurate with the level of this post.

## **GENERAL**

- To implement College policies, particularly those relating to equality and diversity.
- To implement Health and Safety and security measures in accordance with statutory and College requirements.
- To actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.
- To develop effective working relationships internally and with external partners.
- To operate at all times in line with the College's values and behaviour
- To undertake any other duties consistent with the key responsibilities and/or duties of the post or designated to your by your leader or a member of the leadership team.

## **WALTHAM FOREST COLLEGE COMMITMENTS**

---

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere-to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

# PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
<b>EDUCATION AND TRAINING</b>			
Appropriate Level qualification in a Construction based area	E		
Level 2 in English and Maths or a willingness to achieve within a specified period	E		
Prepared to undertake training as necessary and willing to participate in continuing professional development	E		
Attended 'Supporting the Learner' training or similar	D		
Attended customer care training	D		
<b>EXPERIENCE</b>			
Experience of working in a customer-focused environment	E		
Understanding of the College's responsibilities and procedures for safeguarding young people and vulnerable adults	E		
Experience of operating quality systems	D		
Recent experience of working in an educational/learning environment	D		
Technician and administrative experience	D		
<b>SPECIAL ABILITIES AND APTITUDE</b>			
Demonstrable good written and oral communication skills	E		
Ability to work as part of a team	E		
Ability to liaise with staff and people at all levels (external and internal)	E		
Ability to work without close supervision	E		
Ability to work with attention to detail	E		
Ability to deal with varied and diverse enquiries with both professionalism and empathy to individual needs	E		
Ability to respond positively to change	E		
<b>OTHER REQUIRMENTS</b>			
Flexible and responsive to working hours, patterns and arrangements	E		
Commitment to the highest possible levels of health and safety for students, staff and others	E		
Experience with practical repairs	E		
An understanding of the implications of, and commitment to the implementation of the College Equal Opportunities Policies via the duties of the post.	E		
Awareness and understanding of the Health and Safety issues relating to the work of the curriculum.	E		
A willingness to adopt a proactive and flexible approach	E		
Commitment to enhancing a supportive framework for learners	E		
Commitment to working within a diverse and multicultural learning environment	E		

\* **Key:** AF = Application Form, I = Interview, A = Assessment