

Job Description: Technical Instructor (STEM T Levels)

Reporting to: Faculty Head for STEM



Key purposes of this support role:

- To be responsible for providing high quality support in the tech lab and practical sessions and related enrichment activities in Digital, DSP and Engineering teams
- To take responsibility for designated areas and resources, providing effective supervision to support the achievement of academic goals.
- To provide effective technical, logistical and cover support for designated provision in line with College and Faculty policy and objectives.
- Work effectively as part of the STEM TL team

	This post is accountable for:
To be responsible for providing high quality learning in workshop and practical sessions and related enrichment activities	Prepare sessions to successfully deliver practical and technical aspects of the T Levels and/or Transition Scheme of Work.
	Lead and provide high quality skills training and practical instruction in workshop sessions for between 10 and 20 hours per week.
	Formative assessment of practical skills and understanding against agreed criteria and reporting and tracking as directed by the subject lead.
	Source external opportunities including practical and work placement opportunities
	Lead and support offsite learning including visits and placements
	Supervise students on skills development outside lessons
	Deliver specialist short courses and certificates in Digital, DSP and Engineering
	Lead or support Faculty or cross college enrichment where required
	Provide in-lesson support to lecturers and assist in setting up T-level assessments
To take responsibility for designated areas and resources, providing effective supervision to support the achievement of academic goals	Be responsible for the general upkeep and the health and safety of designated areas ensuring a high standard of presentation
	Organise and maintain equipment and materials, ordering replacements and external servicing in line with authority delegated by the Faculty Head to ensure they are ready for teaching and learning
	Undertake risk assessment of areas, tools and activities under your supervision and ensure that students and other technicians are briefed in the safe use of facilities, tools and equipment and follow safe working practices
	Develop and maintain a realistic working environment and develop the professional attitude of the students towards their work and provide students with every opportunity to practise their skills
	Liaise with course staff and Faculty Head regarding defective or poor-quality resources and to develop plans for future enhancements

To provide effective technical, logistical and cover support for designated provision in line with College and Faculty policy and objectives	Drive minibuses where central to the work of your Faculty
	Effectively promote and market STEM TL provision in line with College and Faculty initiatives
	Provide effective organisational support for events including cross-college where required
	Provide emergency and short-term cover for lecturers
	Provide cross-college cover for other technicians at critical points
	Provide first-aid support as part of the cross-college rota
Work effectively as part of the Digital team	Identifying and reporting training needs and undertaking continuing professional development in order to respond successfully to the challenge of new student groups (in particular training on health and safety aspects of practical work)
	Share skills with other staff where appropriate
	Ensure confidentiality when dealing with student issues and maintain a high standard of communication, record keeping and liaison
	Actively contribute to developing the TL curricula, based on best practice and the needs of students, in order to establish and maintain a reputation for excellence
	Support the Faculty Head and Subject Leads to ensure good learner recruitment, enrolment and induction, attendance, retention, achievement, success, welfare, pastoral support, progression and conduct within your area
	Undertake administrative tasks, including the completion of registers, and provide accurate and timely reports as required
	Supervise other technicians if required
	Actively participate in appropriate reviews and meetings within Faculty and course teams when required to do so
	Address problems proactively and liaise effectively with colleagues, managers and support services
Other	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility
	Safeguard and promote the welfare of children, young people and vulnerable adults
	Undertake any staff development and training required for this position and for the improved operation of the curriculum area and affiliated areas, such as First Aid at work, minibus driving licence

- This role **will** require some flexible working which may include weekends, occasional evenings and during the student holiday period.
- All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality and customer service ethos
- Incremental progression is subject to satisfactory performance
- Annual targets for each element in this job description will be agreed annually with your Line Manager

Indicators/ sources for reaching performance judgements (not exhaustive):

Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy

- Student feedback
- Student data
- Line Manager(s)
- Health and safety records
- Records of equipment maintenance
- Feedback from staff

PERSONAL PROFILE

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND EXPERIENCE	Evidence of ability at level 3 or above (eg: A-level, NVQ Level 3, BTEC National Diploma)	STEM based higher qualifications and/or professional qualifications
		Full, current, driving licence and prepared to drive minibuses
	Recent sector experience	Experience of networking and Cyber in industry Experience in 2D/3D CAD Experience in surveying (eg total stations) Experience / certified in drone flight
	First Aid qualification or willing to work towards one	Ability to assess for competency certificates
	Industry recognised STEM based qualification	Experience of instructing or teaching, including assessing and maintaining record for practical activities
		Knowledge and experience in relation to stock control and inventory
SKILLS/ PERSONAL QUALITIES	Suitable to work within a College environment in the presence of children, young people and vulnerable adults and to act accordingly	
	Strong, sector related technical skills	
		Keen awareness of relevant Health and Safety issues, including practical knowledge of safe working practice and risk assessment
	Ability to work flexibly to a consistently high standard on own initiative with minimal supervision	Practical experience in COSHH and health and safety implementation including risk assessment
	Excellent I.T, organisational and interpersonal skills	
	Self-motivated and enthusiastic, with good time-management skills	
	Be an effective and sensitive team player	Familiarity with T Levels
	Ability to work with students of all age groups and levels of ability	Understanding of how to motivate students
	Ability to maintain accurate records and documentation	
	The enthusiasm, imagination and ability to help organise enrichment activities	
	Innovative, pro-active and committed to high standards in student achievement	
	Willing to train to assess competency of students	

Entitlement

Just as the College has legitimate expectations of you and the fulfilment of your role, so you are entitled to expect from the College enhancement of your personal and professional development and the creation of a working environment characterised by supportive and collegiate interaction.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



**Cirencester
College**

Technical Instructor (STEM T Levels) | Faculty of STEM

Dear Applicant

Thank you for taking an interest in the position of Technical Instructor at Cirencester College.

We are a top performing 6th form college, which was previously a tertiary college. Amongst the tertiary work we retain is some 16-19 vocational provision at levels 1 and 2, apprenticeships, a small amount of adult work including professional courses and HE. However, the vast majority of our 3100 students are doing level 3 programmes, mainly A-levels and T-levels.

We are located in a rural area with all the additional challenges that brings. Approximately two thirds of our students come in by coach each morning. In doing so they are choosing to come to us rather than our many competitors. We have survived and grown by listening to students (and parents) and delivering a great student experience and value added. Students come to us for the choice, the atmosphere and the freedom to develop in a safe and supportive environment.

In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings. It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a pre/post-work run.

For teaching roles, a teaching or lecturing qualification is an advantage but we are equally open to applications from graduates possessing a relevant degree with energy and ideas but who have yet to achieve a teaching qualification; relevant employment and/or practical experience would be an important factor in this case. For an Instructor Technician, a demonstrable commitment to instructing or training in the sector would be equally helpful. In either case, we are keen that the successful applicant have industry experience. We are certainly keen to appoint a motivated individual who is committed to continued professional development.

The College has completed major building renovations and expansion, this includes a contemporary new Digital building which is a major upgrade in technological teaching spaces for the College, our new T-level building providing a dedicated home for many of the College's T-level courses including extremely well-resourced engineering teaching spaces and our most recent building, The Avebury building which includes an extended social space, Pastoral hub & teaching areas.

Faculty staff work closely and effectively in subject and department teams. There are four faculties comprised of related subjects, each line-managed by a Head of Faculty and Senior Professionals with a course leader for each subject. The STEM faculty delivers TLs in three sector areas: Digital, Design for Construction and Engineering. Other courses in the faculty include subjects such as: Level 2 & 3 Maths courses and AL Sciences. We encourage our academic and support staff to be innovative and proactive, seeking improvements in teaching and learning and sharing good practice throughout the year. Over two thirds of the faculty have been in post for 4 years or more, which is testament to the teamwork and positive working environment.

Our core priority lies in raising achievement and retention rates and all staff are encouraged to contribute ideas, share resources and collaborate in the research and planning of new initiatives and materials.

Flexibility is an essential quality and this role will involve cross-team and possibly cross-college liaison and responsibility. We encourage collaboration among staff in delivering professional development activity and colleagues are unfailingly helpful and supportive of one another. It is important that you are a good team player who is prepared to work closely with colleagues and you will be expected to share the student-centred approach that imbues everything we do.

Staff development takes a very high priority across college, underpinned by a robust performance management system. This encompasses externally and internally delivered courses, internal skill sharing, peer and management observations and visits to benchmark colleges. Enrichment activities are a valued aspect of the student experience and can be a successful means of putting classroom learning into context; you will have the opportunity to become involved in their development and delivery.

Examination results are largely above national benchmarks across the faculty and our sixth form status means that we continue to aspire to raise achievement. The college operates a rigorous self-assessment regime, and we are relentless in our commitment to improve. In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue.

The job-specification provides a list of the skills and experience we are looking for, but above all we need someone absolutely committed to achieving the best possible outcomes for students and with the energy, drive and clarity of mind to help us achieve them. We are looking for someone who has good technical skills, but most importantly is willing to learn and has a positive approach to their work. If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.



If you decide to apply, do give some thought to the 'further information' section of your application. We always ask that you include a letter in support of the application and find this particularly helpful at the short-listing stage.

We may seek to interview strong applications prior to the scheduled interview week. If you have any questions about the post, please contact me on liam.nolan@cirencester.ac.uk



Liam Nolan

Head of STEM Faculty

