



# A PLACE TO INSPIRE

## JOB PROFILE

<b>Job title</b>	Technical Instructor
<b>Grade</b>	£25,256 - £26,348, Band 4
<b>Accountable to</b>	Head of Faculty/Curriculum Manager
<b>Responsible for</b>	N/A

### General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

### Specific Duties and Responsibilities

1. To effectively contribute towards the delivery of a high-quality educational experience for all students, delivering services in a way that is appropriate and responsive and which displays the highest standards of customer care.
2. To take responsibility for all specialist machinery and equipment within your designated studio(s) and ensure they are effectively maintained and managed to provide the highest level of service to all stakeholders.
3. To maintain high levels of cleanliness, housekeeping and security to promote a safe and healthy learning environment at all levels within your designated studio and support all practical areas in housekeeping.

4. To prepare and manage a range of risk assessments, in liaison with the Health & Safety Manager, within designated studios or relating to specialist equipment to ensure the safe operation of all assigned spaces and resources.
5. To lead on planning and delivering specialist workshops for students and staff in designated studios to facilitate student knowledge of processes, studio procedures and safe use of equipment. Provide direct teaching to Students when Tutors are off ill as cover.
6. Provide direct tuition support and workshop inductions to learners including, preparation of studios and resources to support academic colleagues to ensure learning is facilitated at all levels.
7. Maintain visibility within the learning environments and designated studios to ensure the safe and effective management of resources and enable students to book in to use studios under supervision.
8. To effectively liaise with teaching staff and managers to manage the booking/timetabling of specialist labs and promote high productivity of student use of designated labs, for full-time and part-time provision.
9. In consultation with Head of Faculty & Curriculum Manager, to update and adapt the learning environment to ensure the highest quality of service to all stakeholders.
10. To supervise, monitor and review on behalf of the faculty compliance with all health and safety practices and procedures to ensure the school is legislatively compliant (COSHH and other regulations) and work with the college's Health and Safety Manager in the implementation of cross-college health and safety quality assurance systems.
11. To manage a budget allowance allocated within your delegated area of responsibility and liaise with external suppliers to secure cost effective quality solutions to meet the needs of your designated area.
12. To maintain, for review, accurate and reliable auditable evidence of cash handling as a result of students purchasing materials that complies with the college's financial regulations, e.g. purchase order numbers, requisition forms, invoices, receipts of purchase, banking receipts from an authorised procurement officer or individual responsible for cashing up and receiving monies. Keep cash handling to a minimum and ensure monies are banked with Finance at least once a week following college financial policy and procedures in full
13. Maintain accurate records of equipment and materials, including stocktaking on an annual basis, and advise Head of Faculty of necessary purchases to ensure the highest quality of teaching and learning. Maintain all service contracts within your area of responsibility.
14. Assisting with careers events, open evening practical demonstrations and similar activities both internally and externally where appropriate.

16. Working as a collaborative team of Specialist Creative technical instructors within creative faculty, promoting cross over and multi-use of workshops and technical skills, enhancing student experience and wider knowledge.
17. Keep up to date with industry developments within your Faculty area undertaking professional development (CPD) as required.
18. To help with planning, organising and erecting of exhibitions/delivery of shows and performances, and other events. To be prepared to work flexibly on occasions (e.g. Saturday working). Support and help plan enrichment opportunities within faculty areas (industry visits, trips, guest speakers).

#### **NOTE**

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

**This job profile does not form part of your contract of employment.**

## PERSON SPECIFICATION

Role: Technical Instructor		E/D	A	I	T
<b>Qualifications:</b>					
1	Level 2 Maths and English or equivalent	E	X		
2	Hold a relevant qualification up to HE level.	E	X		
3	Hold a L3 teaching qualification or be prepared to work towards one.	D		X	
4	Hold Health and Safety certificates and training or be prepared to do training.	E		X	
5	Hold a recognised First Aid certificate or be prepared to train for one	E		X	
<b>Experience and Skills:</b>					
6	Have extensive experience of working in a professional relevant environment.	E	X		
7	Have experience of working in a demanding environment, being able to act independently and responsibly, preferably in a learning environment.	E		X	
8	Experience of using relevant equipment and machinery as required by the individual post.	E		X	
9	Have a good knowledge of Health and Safety and implementing and monitoring.	E		X	
10	Have excellent interpersonal and communication skills, including the use and application of information and communication technologies.	E		X	
11	Give evidence of good organisational skills.	E		X	
12	Give evidence of ability to solve problems and to use initiative.	E		X	
<b>Personal Attributes:</b>					
13	Flexibility to work at any College site / additional hours when required to suit the needs of the Faculty.	D		X	
14	Able to work effectively as a member of a team	E		X	
15	A respectful and inclusive attitude to learners and colleagues	E		X	
16	Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity	E		X	
17	Commitment to quality and excellence through evidence of continuing professional development	E		X	
18	Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	E		X	

KEY:

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview
<b>T</b>	Assessed by Test