

Job Description: Technician 3 (Technician)**Reporting to:** Head of Faculty of Business**Key purposes of this role:**

- To provide effective group and individual instruction and skills assessment including industry preparation.
- To provide academic support for groups of students to enable successful delivery of high-quality teaching and learning.
- To provide practical, administrative, and technical support for academic staff and students on T Level programmes and enrichment in line with College and Faculty policy and objectives.
- Work effectively as part of the Business Team.

Your line manager will be the Faculty Head of Business. The support element of the role will be delivered and managed in line with our academic support systems. The pedagogical aspect of this role is significantly greater than that of technician 2.

This front-line support post is accountable for:	
To provide effective instruction and skills assessment	Lead and instructing classes and of students to ensure successful practical learning.
	Prepare, teach and mark elements of Courses within your specialism
	Undertake and record practical skill assessments within your area of expertise. Recording up to Unit Level 3 industry skills and preparation.
	Provide cover for lecturers or personal tutors in your Faculty.
	Undertake and record industry placement visits if relevant to learning in your Faculty.
To provide academic support for designated groups of students to enable successful delivery of high-quality teaching and learning.	Effective in-class support of lecturer and students
	Supervising and supporting groups of students including independent study. This may include individual or small group instruction and/or helping to develop student's skills. Recording support provided to specific students for funding purposes.
	Provide effective support for enrichment or individual groups of students, leading activities where required. Assisting in residential and outdoor activities if it is part of learning in your School.

To provide practical, administrative and technical support for academic staff and students on all Business and Accountancy courses and enrichment in line with College and Faculty policy and objectives.	Manage equipment, materials and resources including base areas, stores and display. Classroom displays, laptop usage.
	Drive minibuses where central to the work of your team
	Effectively promote and market Business Faculty provision in line with College and Faculty initiatives
	Ensure high quality resources are prepared and available for lecturers and students in a timely manner
	Provide effective organisational support for events including cross-college where required.
	Provide effective administrative support related to your role.
	Provide emergency cover for lecturers or other technicians.
	Provide specialist support cross college related to your skill base. E.g. this might include PAT testing or taking photographs.
	Leading or assisting in Faculty or Cross College elements of enrichment where required
Work effectively as part of the Business 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)
	Supervising other technicians or apprentice technicians
	Lead staff-development and 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
	Undertake health and safety assessments of facilities and resources and be a first level first-aider and part of the college rota. Risk-assess activities effectively.
	Actively contribute to developing the T Level curriculum, based on national best practice and the needs of students, in order to establish and maintain a reputation for excellence
	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
Provide cross-college cover for other technicians at critical points	
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

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality & Diversity 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):
<p>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</p> <ul style="list-style-type: none"> • Client/Student Feedback including Student Voice • Records of equipment maintenance • Activity data • Feedback from staff

PERSONAL SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Evidence of ability at level 3 or above (eg: A-level, NVQ Level 3, BTEC National Diploma in Business or relevant field)	A1 assessor qualification. Evidence of study of some of the content of our T Level content and industry experience.
	Full, current, driving licence.	Minibus 'D' licence.
	Suitable to work within a College environment in the presence of children, young people and vulnerable adults and to act accordingly	Documented evidence of continuing personal development.
SKILLS/ PERSONAL QUALITIES	Ability to train and develop industry skills including employability.	Industry sector qualifications.inc practical skills and competencies ie Sage, Enterprise.
	Good I.T. organisational and interpersonal skills.	
	Be an effective and sensitive team player.	Familiarity T Level and Vocational qualifications.
	Willingness to work with students of all age groups and levels of ability.	Understanding of differentiated learning.
	Ability to assist or lead student skills sessions.	Understanding of how to motivate students.
	Ability and/or willingness to instruct or lead small teams of students within a group when required.	
	Good understanding of recruitment and	

	employability	
	The enthusiasm, imagination and ability to help organise enrichment activities.	
	Innovative, pro-active and committed to high standards in student achievement.	
EXPERIENCE	Experience in industry and knowledge of effective recruitment standards.	

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.