

Job Description:

Technician 3 (Instructor-Technician)

Reporting to: Head of Humanities Faculty**Key purposes of this role:**

- To provide effective small group and individual instruction and skills assessment
- To provide academic support for designated 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 all Humanities courses and enrichment in line with College and Faculty policy and objectives
- Work effectively as part of the Humanities Faculty Team

Your line manager will be the Head of Humanities Faculty. 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. Potentially to include taking a lead role in a specific Occupational Specialism of a T Level
	Prepare, teach and mark elements of courses within your specialism
	Undertake and record practical skill assessments within your area of expertise
	Provide cover for lecturers or personal tutors in your Faculty
	Support in the coordination and tracking of industry placements of students in the Humanities faculty
	External liaison with visiting speakers
	Supervise workshops as appropriate to support student learning outside of the classroom
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 the Faculty.
	Manage all aspects of equipment maintenance in the practical workshops of the Humanities faculty (including textiles, Art and Design and T Level Fashion). Order equipment and resources as appropriate and audit resources annually

To provide practical, administrative and technical support for academic staff and students on all Humanities courses and enrichment in line with College and Faculty policy and objectives	Manage equipment, materials and resources including base areas, stores and display. Art and Design displays have a significant role to play in the physical environment of the college
	Drive minibuses where central to the work of your Faculty
	Effectively promote and market Humanities 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 specialist support cross college related to your skill base. E.g. this might include PAT testing or taking photographs.
	Assisting in School or Cross College elements of enrichment where required, and potentially offering adult classes as appropriate, eg pottery
	Take an active role in assessing health and safety within the Humanities Faculty, contributing to an annual audit, recording risk assessments and tracking any concerns
Work effectively as part of the Humanities 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, eg laser cutting etc.
	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. Risk-assess activities effectively.
	Actively contribute to developing the Humanities 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
Other	Provide cross-college cover for other technicians at critical points
	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

- This role will require some flexible working which may include weekends and evenings
- 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):

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

- Client / Student Feedback incl. 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 etc	Evidence of study of some of the content of our Art / Design courses
	Full, current, driving licence	Minibus 'D' licence.
	Ability to train and develop arts based practical skills	Documented evidence of continuing personal development
Personal Qualities	Suitable to work within a College environment in the presence of children, young people and vulnerable adults and to act accordingly	
	Good IT, organisational and interpersonal skills	Familiarity with hand and machining tools commonly found in design workshops
	Be an effective and sensitive team player	
	Willingness to work with students of all age groups and levels of ability	Understanding of differentiated learning
	Ability and/or willingness to instruct or lead small teams of students within a group when required.	Understanding of how to motivate students
	Innovative, pro-active and committed to high standards in student achievement.	
	Good understanding of health and safety issues	
	The enthusiasm, imagination and ability to help organise enrichment activities.	Specialist skills to run workshops and enrichment classes / adult education classes in an area of art / design

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.



Art & Design Instructor-Technician | Faculty of Humanities

Dear Applicant

Thank you for taking an interest in the position of Art and Design Technician 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 c2950 students are doing level 3 programmes, mainly A 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 and 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.

The College has undergone major building renovation and expansion in this area of our provision, and all engineering, construction and digital related provision have had brand new accommodation recently. This includes a contemporary new 'digital building' which is a major upgrade in technological teaching spaces for the College.

We have approximately 340 staff including managers, lecturers and a wide array of support staff.

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 Professional with a course leader for each subject. The faculty in which Art and Design sits is the Faculty of Humanities. Other courses in the faculty include subjects such as: History, Politics, English, Languages and Sport. We encourage our 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, 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.

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 kevin.seymour@cirencester.ac.uk

Kevin Seymour

Head of Faculty – Humanities

