

Job Description: Technician Instructor
(Engineering / Surveying & Planning T Levels)



Reporting to: Faculty Head for STEAM

Key purposes of this support role:

- To be responsible for providing high quality learning in workshop and practical sessions and related enrichment activities.
- 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 Engineering and Construction 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 Level 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
	Lead or support Faculty or cross college enrichment where required
	Provide in-lesson support to lecturers
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 and workshops and 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 Engineering and Construction 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 Engineering / Construction 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 Engineering and Construction 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 Lead 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)	Engineering or Construction qualifications or 'tickets'
	Full, current, driving licence and prepared to drive minibuses	Minibus 'D' licence
	Recent sector experience	Renewable technology experience
	First Aid qualification or willing to work towards one	Ability to assess for competency certificates
		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 train others in health and safety related procedures
	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.

Technician Instructor (Engineering & Surveying / Planning T Levels)

Required from: 1st January 2023

Contract: Full time Permanent

Salary range: £24,842-£26,574

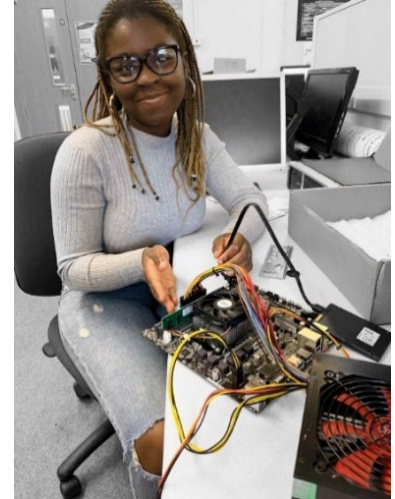
(Starting salary dependent upon qualifications and experience)



Dear prospective applicant,

Thank you for taking an interest in the position of technical instructor in the STEAM faculty at Cirencester College. This post has arisen because we're right at the forefront of rolling out the Government's new T Level qualifications which we have been successfully delivering for 2 years. Our provision across the T Levels in STEAM are increasing each year, with new qualifications in Engineering being included in this academic year.

We are a top performing 6th form college, which was previously a tertiary college. The vast majority of our c2800 students are doing level 3 programmes, mainly A Levels, but the College is one of the first across the country which has been selected to deliver the new innovative T level qualifications. We are also recruiting students to the Transition to T level programme, a level 2 preparatory course.



We are looking for a technical instructor to join the STEAM faculty, to support a variety of programmes such as Engineering and Construction (Design, Surveying & Planning), to join a growing team of lecturers with a wide range of experience. We are particularly interested in candidates who have an interest in, or experience of, 'Green Engineering' and/or 'Sustainable Construction'. The engineering qualifications we are delivering are:

- Design & Development (electrical / electronic and mechanical engineering)
- Maintenance installation & repair (electrical / electronic)
- Process & Control (fitting & assembly technologies)

Relevant employment and/or practical experience would be an important factor. We are keen to appoint a motivated individual who is committed to continued professional development. All we ask is that you have an eagerness to work hard, and a desire to go above & beyond for our students. Those with the mindset, attitude and dedication gained from military service are also welcome to apply as this job will require the skills of innovation, resilience and creative thinking to truly flourish in this role.

The College is seeking to expand its provision in STEAM, and with a growing need for skilled students in the Green Engineering and Construction sectors, the successful candidate will have the opportunity to contribute to a major development in our provision and resources. The College is currently undergoing major building renovation and expansion in this area of our provision, including a contemporary new 'digital building' which is a major upgrade in technological teaching spaces for the College, and a 'TL Building' which will house brand new 'state of the art' Engineering Design, Production and Testing laboratories.



We are located in a rural area with all the additional benefits & challenges this brings. Approximately two-thirds of our students come in by bus each morning. In doing so, they are choosing to come to us rather than our many competitors. We have grown by listening to students (and parents) and delivering a great student experience, as well as excellent raw and value-added results. Students come to us for the choice of subjects we offer, the socially relaxed but academically focused atmosphere, and the freedom to develop in a safe and supportive environment.

You would be joining a top performing college, & much of this success is down to the fact that we have been very clear about where we wanted to go, have strong values and a well embedded 'Ciren-Way' of going about things, and a group of staff capable of achieving excellence.

The Faculty of STEAM (Science, Technology, Engineering, Arts & Maths) includes 30+ lecturers, from a wide variety of disciplines, and 5 technical support staff. The faculty is home for many of the new T level qualifications and is leading the way nationally; all teaching staff have a strong sense of collegiality, working hard to support each other and students to reach outstanding achievement.

In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself continues to see 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 post-work run.



In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue. If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you would like to visit the College or ask questions to find out more then please contact the Head of Faculty for STEAM, liam.nolan@cirencester.ac.uk

Yours sincerely

Liam Nolan
Head of STEAM Faculty
Science Technology Engineering Art Mathematics

