



Job Profile

Casual learningSkills Pottery Technician

Grade B/C

Group: Care, Wellbeing and Learning

Service: Learning and Schools

Location: As required

Line Manager: learningSkills Co-ordinator

Car User Status: N/A

Job Purpose

learningSkills works with people who may have not been successful in their previous education. We support our learners to attain their full education and skills potential. An essential element in our work is the development of literacy, numeracy and IT skills of students. The job holder must be resilient as you may be working with students from challenging circumstances, you must have a range of positive strategies to successfully engage disaffected learners.

The key roles of this post will include:

1. To support and contribute to the engagement, learning and progression of learners through providing effective technical services to the Service.
2. To support learningSkills Tutors in the provision of technical services for them.
3. To support learners and create and develop their pottery skills by ensuring that their work is fired correctly, and materials are available for their use.
4. To assist in the preparation, adaptation, maintenance and organisation of learning resources.
5. To complete and maintain accurate records and administration as required by the Community Learning Coordinator with requests from learningSkills Tutors.
6. To ensure a safe supportive learning environment, with particular emphasis to high levels of Health and Safety control.
7. To maintain a knowledge and skill level appropriate to the position.
8. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Knowledge of pottery practices, scheduling, storage, glazing and firing
- An understanding of current teaching and learning practices
- Awareness of the need for robust health and safety procedures when managing pottery materials and a pottery teaching space

Experience

- Experience of kiln loading, mixing glazes, moving and handling heavy objects
- Working around and accommodating the needs of a diverse range of staff and volunteers
- General administration skills required to successfully support learning programmes
- Experience of providing individual and group support to learners perhaps with disadvantaged and/or challenging groups of people
- Flexibility and willingness to work in a variety of settings
- Ability to form effective relationships with a wide range of people
- Empathy with learners facing barriers to learning

Qualifications

- Good oral and written communication
- Willingness to undertake further training and development
- 5 GCSE's grade 4 or grade C or above including Maths and English
- Previous training in pottery practice and safety at a minimum of L3

Desirable:

Knowledge

- The application of Information Learning Technologies that may support learning and the service

Qualifications

- To have a qualification or experience appropriate to the role
- First Aid Qualification
- Safeguarding Qualification



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences