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| **Job Title: 0.8 Technician in Construction / 0.2 Trainer Assessor in Brick**  **Permanent position - 37 hours per week – From October 2019**    **Post No: RS19/20/212**    **Grade: Fixed Point 16 (£19,233.00 per annum)**  **Responsible to: Head of School**  **Supervisory Responsibility:** None  **Responsible for:** Supporting a range of College courses and programmes within Construction  **Objective of the Job:** As above |  |
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Candidates for the post of Technician in Construction/ Trainer Assessor in Brick must possess the following qualities:

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|  | **Essential** | **Desirable** | | **Where identified** |
| **Qualifications** | Safeguarding Level 1 (to be achieved within 6 weeks)  Level 2 in Literacy (or willing towards within 2 years)  Level 2 in Numeracy (or willing towards within 2 years)  Vocational qualification (Level 3) in a relevant subject area.  Assessor Units (or willing to work towards them within 1 year) | IT qualification  Any Technology related qualification  Level 2 Equality & Diversity | Application form | |
| **Experience** | Experience of working within the Construction industry  Experience of assessing in the work place.  Carrying out practical tasks in the workplace  Stocktaking | Administration.  Stock control.  experience/knowledge. | Application form  Interview | |
| **Knowledge and**  **Skills** | Effective communication and organisational skills.  Health and Safety awareness.  Commitment to continuous development of customer service. | Computer literate. | Application form  Interview | |
| **Personal Qualities** | Good interpersonal skills.  Team member.  Commitment to flexibility. |  | Interview  References | |

**Section A • Primary Responsibilities**

#### College Strategy

All members of staff have an important role to play in achieving the mission, aims and objectives stated in the College Development Plan.

1. **Quality Matters**

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College’s Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.

**3 Staff Development**

It is expected that all members of staff will participate in the College’s Staff Development Programme, aimed at maximising staff potential for the individual’s benefit and in ensuring continual improvement in the quality of services provided by the College.

#### 4 Client Focus

All members of staff are expected to manage and develop their role and responsibilities so as to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

**5 Overall Responsiveness**

Working flexibly, efficiently and in full co-operation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

# 6 Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

**7 Risk Management**

All members of staff will adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

**8 Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

##### Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

1. Act as support for College courses in the Construction area, including setting up equipment and materials and dismantling after use.
2. Ensuring that realistic stock levels of materials, tools, equipment and consumables are maintained and recorded.
3. Contribute to the creation and implementation of a code of conduct for students and staff, who use the Construction area.
4. Supervise and monitor clients/ students.
5. Liaise with external suppliers.
6. Support other areas of in the college, as required.
7. Supervise/ maintain all equipment, materials and premises in relation to Health and Safety.
8. Be responsible for customer satisfaction with regard to any semi-commercial service proposed.
9. Support the work of colleagues and carry out other duties, as directed by the learning Area Manager.
10. From time to time be available to work outside the normal timetable with adequate notice from the Learning Area Manager.
11. Any other duties as requested by the Line Manager and commensurate with the post.
12. Delivery of the apprenticeship components in the relevant occupational area out in the workplace/in College.
13. Take part in the development, delivery, assessment review and evaluation of the apprenticeship programmes.
14. Carry out Health and Safety vetting’s in employer premises.
15. Maintain a caseload of learner numbers to be agreed with the line manager.
16. Complete all necessary documentation and provide information on student progress as required.
17. Carry out progress reviews every ten weeks and monitor completion of the framework reporting any issues to relevant manager/co-ordinator.
18. Complete individual learning plans updating the apprentices’ progress
19. Liaise with Employers to resolve issues with progress of Apprentices
20. Attend team meetings as required.
21. Communicate effectively with all interested parties.
22. Contributing effectively to the College’s development, in accordance with College policies and procedures.
23. Promoting the opportunities offered by the College.
24. Working within and implementing the College Quality Assurance System.
25. Committed to widening participation and actively promoting equality of opportunity.
26. Being responsible for the health and safety of students, ensuring that clear instructions are given in order to provide a safe learning environment. Setting an example by always following the correct safe working procedures and ensuring the use of safety clothing and equipment, if required.
27. Undertake internal verification/moderation activities where appropriate.
28. Any other duties as requested by the Line Manager and commensurate with the post.

## Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality and Diversity Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

**October 2019**

Name:…………………………………………………….

Signature…………………………………………………

Date……………………………………………………….