

Post Title**Electrical Technician and Instructor****Location**

Craven College, Skipton (Multi Site)

Rate of pay

Craven College Harmonised Pay Scale

Hours

37 hours per week (including 500 hours instructing per annum)

Responsible to

Head of Department – Construction

Post No.

B239

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To assist with the preparation of equipment and resources to support the successful delivery of the curriculum in the Construction area, mainly in electrical installation; maintaining, organising and servicing of machinery, tools and equipment. To provide an efficient and effective support service in the practical workshops and assessment areas.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To prepare workshop tools, equipment and resources ready for practical sessions in Construction, as requested in advance by the tutors;
- To assist with the security and storage of specialist tools, equipment and resources, assisting with the safe transportation of equipment for use within or outside the College;
- To provide technical assistance to lecturers during practical workshop sessions;
- To liaise with lecturers to supervise practical sessions in the workshop when assessments are taking place
- To ensure that all workshops, machinery, tools and equipment are maintained and kept safe and tidy, in line with Health and Safety requirements;
- To maintain accurate workshop records and stock control and raise orders for materials and equipment as required;
- To maintain an accurate tool and equipment inventory and implement a replacement or renewal policy, in line with College procedures;
- To dispose of any waste materials, in accordance with established guidelines;
- To administer and implement risk assessment procedures in conjunction with the Sector Leader, Head of Department and relevant staff in line with Health and Safety requirements;
- To be aware of all Health and Safety requirements and precautions within the practical workshops and assist staff in the implementation of safe procedures and good practice;
- To ensure that the locations you are responsible for are professional in appearance and inspection ready;
- To work as an effective team member within the department and wider college;
- In accordance with relevant schemes of work, instruct students in line with learning and curriculum plans, which have been designed with / and for them, in conjunction with designated programme tutor/s;

- To support and provide educational guidance to students through the learning process and associated assessment activities;
 - To help students develop modern, safe working practices and behaviours – in all aspects of their learning including technical (vocational skills) and employability skills;
 - To assess, monitor and mark student practical activities within the learning sessions;
 - To assist students with action planning and recording achievement where appropriate within the learning sessions;
 - To organise, adapt, and maintain learning materials and/or equipment;
 - To utilise learning resources effectively in order to enhance the student experience;
 - To attend Curriculum area, College, and other appropriate meetings as required;
 - You will be expected to be fully conversant with and implement the College's range of equality, diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To assist in the work of other areas in the construction department;
 - To participate in the College's appraisal scheme and undertake further professional development in line with the needs of the College;
 - To engage in a teaching qualification if necessary, and any other professional development that the management team deem will allow you to carry out your duties more effectively and/or support your potential progression within the sector;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and Maths (or willing to work towards completion within a specified time frame)
- Minimum of level 2 relevant vocational qualification;
- Minimum Level 3 Teaching Award in Education and Training, or willing to work towards;
- Experience of maintaining, setting up and using the machinery in the relevant vocational area;
- Ability to organise and prioritise workload effectively to meet tight deadlines;
- Ability to work in a team and with students with a wide range of abilities and needs;
- Liaise effectively with college staff, students, external visitors and outside suppliers;
- Ability to move, lift or carry equipment; ability to work at heights;
- Current First Aid at Work qualification or willing to work towards;
- Self-motivated and enthusiastic, with good time-management skills;
- Knowledge and experience in relation to stock control and inventory;
- Practical knowledge of Health and Safety legislation, safe working practice and risk assessment;
- Experience of instructing or teaching;
- Ability to work flexibly to a consistently high standard on own initiative with minimal supervision;
- Excellent organisational skills with the ability to prioritise work to meet tight deadlines
- Ability to work effectively as a team member;
- Good interpersonal skills;
- Willingness to work flexibly around the needs of the College, including occasional evenings or weekends;
- Full driving licence and access to an appropriately insured vehicle;
- Qualified First Aider, or willing to work towards qualification;
- Up to date IT skills, timely processing of orders and response to requests via email;
- Willingness to support staff as required in other specialist areas within the College;

- Willingness to undertake continual professional development and training, in line with the needs of the College.
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DESIRABLE REQUIREMENTS

- Health and Safety qualification;
 - First Aid qualification;
 - Ability to plan work programmes and supervise work experience students and apprentices with a range of abilities and needs;
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