

Job Description

Group Member:		Leeds City college	
Job Title:		Technician – Automotive	
Reports to:		Programme Manager	
Job Grade	A	Department	Sustainable Technologies & Motor Vehicle

SPECIFIC ROLE RESPONSIBILITIES:

- **Support Staff in Specialist Techniques:** Assist teaching staff in producing work by utilizing specialist automotive techniques, ensuring high-quality outcomes.
- **Demonstrate Techniques and Equipment:** Demonstrate technical automotive techniques, use of relevant technologies, and operation of equipment to students as required by teaching staff to support study programs.
- **Prepare and Maintain Facilities:** Prepare and maintain the automotive workshop facilities and equipment to a high standard, ensuring compliance with all relevant Health and Safety Legislation, including COSHH regulations.
- **Organise Teaching Spaces:** Maintain and organize teaching spaces within the automotive workshop, ensuring they meet curriculum needs and are conducive to learning.
- **Introduce New Technologies:** Research and introduce new techniques and technologies relevant to the automotive field, keeping the workshop up-to-date.
- **Assist in Technical Instruction:** Assist in the delivery of technical elements as directed by teaching staff, ensuring that students receive the best possible practical learning experience.
- **Order and Manage Consumables:** Order consumables and equipment necessary for the curriculum, managing stock levels to ensure availability without overstocking.
- **Oversee Student Work:** Supervise the technical aspects of students' work, ensuring proper use of specialist automotive resources and equipment across the curriculum.
- **Liaise with Stakeholders:** Communicate effectively with stakeholders and external automotive practitioners to enhance the learning experience and ensure up-to-date industry practices.
- **Stay Current with Technologies:** Keep abreast of new automotive technologies and demonstrate new equipment and tools to students to enhance their learning experience.
- **Facilitate Student Workshops:** Facilitate small groups of students in technical automotive workshops, supporting independent learning sessions and practical skill development.
- **Maintain Equipment:** Perform regular maintenance on automotive equipment, ensuring all tools and machinery are in safe working order.

Core Responsibilities:

Depending on the specific role and specialism, Automotive Workshop Technicians may be expected to undertake one or more of the following additional areas of responsibility:

- **Mechanical, Fabrication & Welding:**
 - Oversee the technical aspects of automotive machinery such as vehicle lifts, welding equipment, diagnostic tools, and other machines specific to the automotive industry.
 - Produce and organise materials and tools required to facilitate automotive classes.
 - Maintain the health and safety standards of the workshop, conducting regular risk assessments and ensuring compliance with safety regulations.
 - Manage orders, maintain stock levels, and oversee risk assessments related to automotive tools and materials.
 - Conduct regular checks of machinery, tools, and servicing contracts, ensuring all equipment is well-maintained and up to date.
 - Research and evaluate potential suppliers for optimal pricing and performance, considering upgrades to existing machinery and tools as necessary.
 - Ensure that the workshop areas are clean, well-organised, and meet all required health and safety standards.
 - Liaise with the Health & Safety team for periodic reviews and safety checks, addressing any issues promptly.
 - Support teaching staff in the delivery of workshop sessions, providing technical expertise and ensuring the smooth operation of practical classes.
- Any other duties that are specific to the department
- Assistance in the preparation, support and participation of examinations and invigilation across the Group

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. A relative qualification in the automotive sector	A / C
D	Q2. An understanding of systems for stock control	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Experience of working professionally in the automotive industries	A / I
D	Experience working with students both independently and as a group	A / I
D	Experience demonstrating specialist techniques to groups of students	A / I
D	Knowledge of relevant tools & machinery	I
D	Knowledge of PC, Mac OS X and Apple Mac Computers	A/I

D	Understanding of relevant policies and codes of practice	I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1 Good communication	A / I
E	SC2 Able to work on own initiative and within a team	A / I
E	SC3 Ability to manage resources	I
E	SC4 Able to manage own time effectively	I
E	SC5 Able to work under pressure	I
E	SC6 Basic ICT skills	A
E	SC7 Willing to self-improve, learn and develop	I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I