

Job Description

Group Member:		Keighley College	
Job Title:		Apprentice Technician (Multi Discipline)	
Reports to:		Deputy Head/Programme Manager	
Job Grade	L2 Apprentice	Department	Study Programmes

ROLE SUMMARY:

To work closely with teaching staff, ensuring a high-quality, safe, and professional learning and working environment for students within workshops. The Technician supports teaching and learning by providing operational guidance, maintaining industry standards, and supporting learners in developing employability and customer service skills in a realistic working environment. The Technician will work across multi disciplines

SPECIFIC ROLE RESPONSIBILITIES:

- Support learners to produce work using specialist techniques
- Demonstrate technical techniques, technology and equipment to students as required by teaching staff to support study programmes
- Prepare and maintain the facilities and equipment to a high standard and ensure that the area and learners are compliant with all relevant Health and Safety Legislation including COSHH regulations
- Maintain and organise teaching spaces in relation to curriculum need
- Introduce new techniques and technologies relevant to subject area
- Prepare facilities and equipment for teaching
- Assist in the delivery of the technical elements as directed by teaching members of staff
- Order consumables and equipment for curriculum area
- Oversee the technical aspects of students work and use of specialist resources and equipment across the curriculum
- Oversee technical aspects of visiting speaker programme including booking guest lecturers and workshops
- Liaise with stakeholders and external practitioners
- Keep abreast of new technologies and demonstrate new equipment to students
- Facilitate small groups of students in technical workshops and support independent learning sessions
- To cover the counter in instances of staff absence, or to cover breaks
- Maintain equipment

CORE RESPONSIBILITIES:

The Technician is responsible for the day-to-day preparation for the workshops as well as supporting learners throughout their courses.

1. Support the professional development and delivery of the training and assessment within the workshops in line with College policies and objectives, national developments, business need and set sales targets.
2. Work with all staff and students to embed a high level of quality employability and enterprise skills within the profession
3. To work closely with the teaching team on promotional materials, co-ordinate and support internal and external events to promote and enhance all facilities.
4. Build on established links and develop new positive working relationships with all appropriate internal and external stakeholders.
5. To encourage and motivate all students to maximum potential, both technically and professionally for their individual benefit and future growth of the business.
6. To co-ordinate the facilitation of all enrichment, work experience and employer engagement within the hair and beauty salons both on and off the premises
7. To deliver Professional Development sessions to enhance students' employability skills and progression opportunities.
8. To support the workshops function as a business model, operating within business constraints.
9. To work with the teams when monitoring both effective business and financial systems and procedures and continuously seeking opportunity to drive the business forward and increase turnover.
10. To manage, promote and maintain high levels of customer satisfaction.
11. To be responsible for the implementation of Health and Safety policies and procedures and ensuring all relevant and up to date information is regularly maintained, within the graduate salons.
12. To ensure high standards of cleanliness and maintenance.
13. To oversee the ordering process, in collaboration with the technician team leader
14. To be responsible for coordinating and maintaining accurate stock taking management
15. To continually review changes within industry and seek innovative opportunities with which to promote existing treatments and graduate training opportunities, as well as promoting and driving new incentives.
16. To continuously look for opportunities with which to liaise with external agencies, industry leaders and cliental in order to enhance business reputation and profit.

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 relational 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 the group's values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

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

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title	Apprentice Technical Support
Department	Study Programmes

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 is 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. Level 2 Literacy and Numeracy qualification or equivalent, or willing to work towards	A
E	Q2. Minimum of Level 3 professional/associated vocational qualification or willing to work towards	A
D	Q4. Relevant recognised professional attainments)	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. A good understanding and ability to effectively meet all quality assurance expectations and develop and implement improvement strategies.	A / I

D	EK2. Experience of efficient and effective stock control, maintenance and purchasing of products and equipment as required.	A / I
D	EK3. Experience demonstrating specialist techniques to groups of students using specialist equipment	A/I
D	EK4. Experience working with students both independently and as a group	A/I
E	EK12. Ability to set up, maintain and operate specialist facilities and equipment	A/I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	SC1. Ability to set up, maintain and operate specialist facilities and equipment in line with Health and Safety regulations	A / I
E	SC2. Sound analytical and computing skills.	A / I
E	SC3. The ability to work as a pro-active and supportive member of a team	A / I
E	SC5. A confident individual with excellent communication skills and proven ability to relate to all internal and external facing stakeholders	A / I
E	SC6. An enthusiasm and commitment to provide continuous quality improvement	A / I
E	SC7. Flexible and responsive approach to delivery to meet business need including evening and weekend working	A / I
E	SC8. Ability to work to tight and conflicting deadlines and with young people whilst maintaining a positive outlook	

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