

<b>Organisation:</b>	Luminate Education Groups
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Leeds City College
<b>Core Job Role:</b>	Technician
<b>Job Title:</b>	Technician – Mechanical Engineering
<b>Reports to:</b>	Programme Manager
<b>Grade</b>	LC4 (A)
<b>Date of compilation:</b>	April 2020

### SPECIFIC ROLE RESPONSIBILITIES:

- Support staff 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.
- 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.
- Maintain equipment.

## CORE RESPONSIBILITIES:

Depending on the specific role and specialism, Engineering Technicians will be expected to undertake one or more of the following additional areas of responsibility.

### Mechanical, Fabrication & Welding

- Oversee the technical aspects of the milling, turning, CNC, welding booths, cutting and fabrication.
- Produce and organise materials to facilitate the classes.
- Maintain H&S of the area.
- Maintain orders, stock and risk assessments.
- Maintain regular checks of machinery and tools and servicing contracts.
- Research for optimum suppliers and developments in the machinery for upgrades.
- Stock control.
- Ensure the workshop areas are clean and up to required standards following H&S practices.
- Liaise with H&S team for reviews and checks.
- Support teaching staff in workshop delivery for periods of time.

## 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.*

### **Ownership & performance**

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

### **Energy & enjoyment**

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

### **Creative & reflective**

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

**Passion & ambition**

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

**Collaborative & responsive**

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

## Person Specification

<b>Job Title:</b>	Technician – Engineering
<b>Department</b>	Engineering

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
D	A relevant qualification in Engineering or maintenance	A
D	An understanding of systems for stock control	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Experience of working professionally in the engineering industries	A/I
E	Experience working with students both independently and as a group	A/I
E	Experience demonstrating specialist techniques to groups of students	A/I
D	Knowledge of machinery such as the lathes, CNC and welding equipment	A/I

D	Knowledge of PC, Mac OS X and Apple Mac Computers	A/I
D	Understanding of workplace H&S	A/I
D	COSH and first aid trained	A/I
<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
D	Ability to set up, maintain and operate specialist facilities and equipment	A/I
D	Excellent Organisational Skills	A/I
D	Ability to work in a team or independently	A/I
D	Ability to work to tight and conflicting deadlines and with young people whilst maintaining a positive outlook	A/I
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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