

Job Description

Group Member:		Harrogate College	
Job Title:		Teaching Technician – Bricklaying and Joinery	
Reports to:		Programme Manager	
Job Grade	T1	Department	CCH

TEACHING CORE RESPONSIBILITIES:

1. Plan, prepare and develop schemes of work, lesson plans, teaching and learning resources, including the development of on-line learning resources, for identified modules.
2. Deliver sessions across the curriculum using a wide range of teaching methods for identified modules.
3. Develop and employ assessment activities for identified modules.
4. Support with the assessment of student work, provide feedback to help the learner improve and record learner's progress for identified modules.
5. Create individual learning plans, which include targets.
6. Record and monitor progress against individual targets. Implement interventions where needed for students on identified modules.
7. Provide documentation required in line with quality assurance processes.
8. Inform the review process to develop and improve identified modules, units and course(s).
9. Implement strategies to ensure high levels of retention, achievement, success and attendance for identified cohorts.
10. Build positive relationships with learners and provide support to ensure successful outcomes.
11. Develop and strengthen positive and collaborative relationships with colleagues and other stakeholders.
12. Contribute to the marketing of courses, learner IAG and enrolment processes.
13. Maintain, update and develop teaching practice in line with knowledge gained through studies and CPD activities.
14. Regularly evaluate and challenge your practice, values and beliefs
15. Participate in student recruitment activities, including interviews and open evenings.
16. Maintain quality standards.
17. Ensure that effective Induction programmes are delivered for learners.
18. Participate, as appropriate, in the College's examination process.

TECHNICIAN CORE RESPONSIBILITIES:

1. Ensure the preparation, delivery and setting up of all equipment (where necessary) for use by staff and students including related paperwork for practical sessions.
 - Ensure that the joinery, bricklaying and electrical workshops, classrooms and all equipment used are kept clean, tidy and in a safe condition.
 - Prepare materials for lessons, the joinery department will require wood preparation
2. Carry out routine and non-routine checking and fault investigation of all commonly used equipment and report to line manager in cases where replacements/further investigation might be required.
3. Monitor supplies of stock especially those in frequent use and inform line manager when further supplies are needed.
4. Be responsible for the safe storage of equipment and materials. Understanding of the correct disposal of waste and hazardous materials, according to the relevant regulations' guidelines and school procedures and in line with Health and Safety good practice.
5. Provision of higher-level practical resources in which a greater degree of accuracy and expertise is required.

DEPARTMENTAL RESPONSIBILITIES:

1. Work with teaching staff to support the achievement of excellent outcomes for each student
2. Use ProMonitor and other student tracking systems regularly to support academic achievement and behaviour
3. Contribute to student activities, awareness raising events and Open Days
4. Attend regular team meetings

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 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

Enjoyment

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

Passion

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

Ownership

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

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

Person Specification

Job Title:	Teaching Technician
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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. Studying towards or with a commitment to gaining a L3 teaching qualification within 2 years in post.	A
E	Q2. Relevant highest level vocational qualification in teaching subject.	A / C
E	Q3. English and Maths at Level 2 or above and willingness to improve in one or both disciplines.	A / I / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Relevant up to date subject knowledge in specific subject area.	A / I
D	EK2. Delivery in the Further Education or school sector.	A / I
D	EK3. Experience of setting appropriate targets to support the progression of individuals/groups.	A / I / T
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Exceptional verbal /written communication and interpersonal skills.	A / I / MT
D	SC2. Ability to be adaptable and flexible towards the requirements of different learner needs.	A / I / MT

E	SC3. Ability to follow direction and constructive feedback, to help support development as a teaching practitioner	A / I
D	SC4. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms.	A / I / T
E	SC5. Excellent organisational skills, to ensure deadlines are met.	A / I / T
E	SC6. Ability to manage resources and time effectively.	A / I / T
E	SC7. Capable of working independently and as part of a team.	A / I / T
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