

Organisation:	Leeds City College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	Technicain
Job Title:	Technician – Motor Vehicle
Reports to:	Programme Manager
Grade	RLW
Date of compilation:	April 2020

SPECIFIC ROLE RESPONSIBILITIES:

1. Maintain H&S of the area
2. Maintain orders, stock and risk assessments
3. Maintain regular checks of machinery and tools and servicing contracts
4. Research for optimum suppliers and developments in the machinery for upgrades
5. Stock control
6. Ensure the workshop areas are clean and up to required standards following H&S practices
7. Liaise with H&S team for reviews and checks
8. Support teaching staff in workshop delivery for periods of time

CORE RESPONSIBILITIES:

9. Support staff to produce work using specialist techniques
10. Demonstrate technical techniques, technology and equipment to students as required by teaching staff to support study programmes
11. 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
12. Maintain and organise teaching spaces in relation to curriculum need
13. Introduce new techniques and technologies relevant to subject area
14. Prepare facilities and equipment for teaching
15. Assist in the delivery of the technical elements as directed by teaching members of staff

16. Order consumables and equipment for curriculum area
17. Liaise with stakeholders and external practitioners
18. Keep abreast of new technologies, and demonstrate new equipment to students
19. Facilitate small groups of students in technical workshops and support independent learning sessions
20. Maintain equipment |

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 Luminare 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

Job Title:	Technician
Department	Motor Vehicle

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 motor vehicle 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 lifts, vehicle faults, engine, brakes etc.	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

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
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
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