

OAKLANDS COLLEGE

JOB DESCRIPTION

CAREER FRAMEWORK	Teaching
JOB TITLE	Curriculum Technician

SUMMARY OF POST

To support the effective practical running of the learning experience by ensuring all students have access to appropriate equipment and materials and that the learning environment is positive and well-ordered.

KEY RESPONSIBILITIES

Due to the variety of tasks that could be undertaken, the job may involve all or some of these responsibilities to a lesser or greater degree of workload

- Maintain, order and replenish supplies for the work area
- Set up, repair and monitor location of all equipment and manage specialist rooms and classrooms assigned to area
- Prepare resources for teaching purposes which could include photocopying
- In the absence of teaching staff, help to supervise student classes
- provide in classroom support to lecturers
- Ensure students are complying with health and safety and notify teacher where concerns arise
- Monitor safety of students in practical workshop environment
- Cleaning and tidying away of resources
- Accompanying students and teachers on external visits
- Carry out routine and non-routine maintenance activities associated with the work area
- Carry out other duties as required by the specific curriculum area
- Comply with all codes of good practice associated with the work area (for example Animal Welfare, Safeguarding, financial regulations etc)
- Demonstrate specialist equipment to students
- Carry out health and safety risk assessments
- Assess students in practical situations
- Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary.

CRITERIA

RECRUITMENT- short listing criteria

- NVQ Level 2 or equivalent in a vocationally relevant area
- 2 year's recent industry experience in specialist area
- Ability to understand UK Health and safety rules
- Experience of working with young people

ESTABLISHED

- Successful completion of probationary period
- Level 2 literacy/numeracy and IT or equivalent college assessment
- Completed relevant modules Health and Safety and Risk Assessment
- Completed Finance Portal Training
- Completed Induction programme and modules
- Completed Emergency First Aid Training

EXPERIENCED AND QUALIFIED

- NVQ Level 3 or equivalent in a vocationally relevant area
- Experience of demonstrating resources and supporting with classroom practice
- Experience of successfully supervising students
- Level 3 Award in Education and Training

DEVELOPMENT STAGE

- To demonstrate College Values and Behaviours

Career Framework	Teaching and related
Job Title	Technician

PERSON SPECIFICATION To be assessed at interview			
PERSONAL ATTRIBUTES			
<ul style="list-style-type: none"> • Flexible, customer-focused attitude • Remains calm under pressure • Willing to move between sites • Collaborative/Team Player 			
SKILLS AND EXPERIENCE			
<ul style="list-style-type: none"> • Forward thinking and able to prioritise/manage workload effectively • Appreciates value of resources and seeks cost savings where possible • Maintains accurate record keeping • Communicates effectively • Able to work unsupervised at times • Experience of working with students/trainees of all ages • Relevant/practical experience related to particular subject area • Experience of delivering training to students /trainees 			
Date approved			
Date reviewed			

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.