

## **Job Description and Person Specification**

Job Title:	Construction Technician - Electrical Installations
Reporting To:	Curriculum Manager
Reference:	R001560
Location:	Tottenham Centre
Salary:	£33,095 per annum
Contract:	Full Time Permanent

To work alongside the learning managers to ensure students across level 1, 2 and 3 are receiving high quality resources, support, instruction, advice, and guidance that meets the needs of the learners and employers ensuring high levels of achievement and satisfaction within the area.

Alongside this the successful candidate will further support the department in ensuring its quality improvement objectives are met.

### **Main Tasks**

Summary: -

The post holder will be expected to undertake any of the duties set out below. However, to ensure a range of experience for the benefit of post holder and the College, duties may be rotated from time to time.

1. To support the day-to-day operations of the school, its learning activities, and the support of its equipment infrastructure in the Electrical area.
2. To maintain and ensure equipment is in effective and safe working order.
3. To maintain the security of the schools' resources.
4. To provide support to the learning activities for the school's learners.
5. To ensure the accommodation and equipment infrastructure meets the needs of learners and the evolving curriculum.
6. To support, assist and assess students in practical sessions.
7. To accompany staff and students on field trips/exhibitions in support of the curriculum.
8. To support the learner experience and assist in progression preparation, when required.
9. To be aware of the effective management of risk through the implementation and monitoring of related policies and procedures.
10. To support the school in the implementation of health, safety, and security policies, which meet legislative and other requirements and ensure the safety of staff and the safeguarding of learners.

11. To contribute to and support the School and College's marketing and promotional activities (e.g., materials for open evenings, parents' evenings etc.)
12. To be aware of the school's commitment to building partnerships and connections with local communities, stakeholders, other education providers, employers, and professional bodies.
13. To support the school in its commitment to developing a dynamic, innovative, entrepreneurial, and enterprising culture.
14. To support the school in gaining "value for money" in resource purchasing.
15. To actively support the school's commitment to productive team working.
16. To continually update skills and knowledge and be committed to continuing professional development.
17. To undertake such other duties as may be assigned by the learning manager and Head of School

*The post holder will also be expected to:*

1. Demonstrate model behaviours that, always, are consistent with an open, inclusive, and participative style.
2. Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
3. Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College.
4. Abide by the College's data protection policy.
5. Actively participate in the appraisal scheme.

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

**Person Specification:**

	<b>Criteria</b>
<b>Qualifications / Professional Development</b>	The possession of a degree or equivalent qualification is desirable but not essential, if you have relevant up to date industry experience please consider applying.
	Subject qualification at level 3 or significant and relevant up to date industry experience
	Teaching qualification at PGCE level or willingness to undertake this is essential
<b>Knowledge / Experience</b>	Experience of developing relationships with other employers or experience of working across and alongside various construction trades within projects
	Experience of support, developing and training of staff or apprentices is desirable but not essential
	Commitment to continuous quality improvement in the work attached to the post
	An understanding and commitment to the College policy on equality of opportunity and a willingness to promote this in all aspects of the work
<b>Skills / Abilities</b>	Willingness and ability to pass on knowledge, Skills and experience within the subject specialism
	The ability to relate to, communicate effectively with, and support students, both school leavers and adults, and to monitor their progress
	An ability to maintain good working relationships with colleagues; to work as part of a team and, to provide team leadership when required
	Willingness to learn and be prepared to undertake professional development to improve your teaching practice to enhance your student experience
	High level of organisational and IT skills or the willingness and ability to achieve this with support
	Ability to give advice and information to students across the range of courses on offer within the curriculum area
	Ability to provide additional learning support to students on a range of courses as required
	Excellent interpersonal skills

Enthusiasm for and commitment to the highest possible standards within your industry and to ensure these high standards are embedded and maintained with our students.