**People Team**

**Job Description & Person Specification**

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| **Post Title:** | **Instructor/Technician in Engineering** | **Department:** | **Engineering** |
| **Hours per week:** | 37 | **Weeks per year:** | 52.14 |
| **Contract Type:** | Permanent | **Reports to:** | Learning Manager |
| **Scale & Spine Points:** | Professional Services 6 - 11 | **Location:** | North Road. Poole |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:   * A passion for learning and success * Supportive and caring * Respectful and considerate * A champion for equality through learning * Ambitious and tenacious |
| **Department Overview** |
| The Engineering Department is based at our North Road campus in Poole. The facilities include separate, well-equipped workshops to give the students a realistic approach to the workplace. There are also designated classrooms with suitable visual aids.  The area has a very successful employer engagement record with well attended employer forums.  We offer programmes for young people, apprenticeships, adult education and full cost courses. |
| **Purpose of the Role** |
| The Workshop Technician/Instructor undertakes duties in the Engineering department. Based at our North Road centre, the role is to deliver high quality and effective instructing to Bournemouth and Poole College students.  To undertake Technician duties generally in the Engineering workshops, stores and in other areas as directed, to assist lecturers in the delivery and maintenance of training programmes.  **A Teaching qualification can be completed alongside this role if the candidate is interested in progressing into teaching.** |
| **Key Accountabilities & Duties- Instructor** |
| • Contribute to high quality learning experiences using a variety of methods.  • Ensure that the instructing is based on current best available practice and is consistent with a high standard reflective of the work environment.  • Provide academic and pastoral support to students in accordance with agreed procedures.  • Undertake such other reasonable duties as the line manager may require from time to time.  • Participate in the College’s appraisal process and to undertake any training that may be appropriate.  • Take appropriate responsibility to ensure the health and safety of self and others.  • Pursue the achievement and integration of equal opportunities throughout all The College’s activities.  • Preparation of learning environment for lessons  • Assist with the preparation of reports on student progress for parents/carers and employers as appropriate  • Participation in curriculum development activities  • Representation of the College at internal and external events and meetings  • Attendance at consultation evenings, open evenings and award events  • Completion of College paperwork in relation to student disciplinary matters  • Travel within the working day and between sites if required  • Attend staff development events as appropriate  • Industrial/commercial and academic updating of professional and technical skills  • Promotion of College activities  • General administration relevant to the role  \*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post. |
| **Key Accountabilities & Duties- Technician** |
| **Apparatus and Stock**  • Clean and repair apparatus, equipment and workshops to the standard required by awarding bodies for the delivery of their courses.  • Support the teaching team in demonstrating apparatus and equipment, assist in practical projects as directed.  • Responsible for maintaining an adequate supply of materials, reclaiming reusable and disposing of scrap materials.  • When necessary, travel to and from suppliers and employers’ premises  • Assist with ordering materials as required whilst negotiating prices and discounts to ensure the College gets the best deal.  • Assist in ensuring suppliers are validated and carrying out pre-qualification visits.  Implement and maintain maintenance schedules for department equipment in line with manufacture guidelines  • Prepare materials for use by students, lecturers  • Prepare and clear away any material apparatus, equipment and materials ensuring correct storage and correct inventory records maintained  **Health & Safety**  • Workshop First Aid (training provided)  • Assist the modernisation of H&S practices within the workshop environment.  • Ensure that apparatus and equipment are used in accordance with sound educational practice and current health and safety regulations.  • Willingness and technical ability to support Lecturers when appropriate  • Participate in departmental meetings as required.  • Participate in The College’s appraisal process and to undertake any training that may be appropriate  • Pursue the achievement and integration of equal opportunities throughout all The College’s activities  \*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post. |
| **Equal Opportunities** |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at October 2023**.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager.  A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | Level 1 (or equivalent) English and Math’s. | Level 2 (or equivalent) English and Math’s. |
| **Post Specific Qualifications** | Trained First Aider – or willing to undertake training upon starting  Experience in the Engineering  Forklift license – or willing to undertake training | Health and Safety qualification  COSHH trained  Manual Handling experience  L3 Qualification in Boatbuilding / Composite or Carpentry |
| **Work Experience** | Health and Safety with engineering industry equipment | Experience in a teaching environment  Marine industry Experience  Woodwork and or Composite Experience |
| **Knowledge** | Equipment and tool maintenance  Knowledge in an engineering discipline | Inventory management  Dealing with suppliers  Understanding of KCSIE and safeguarding children and vulnerable adults |
| **Skills** | Confident speaker and demonstrator  The ability to analyse and solve problems  Interpersonal/presentation and negotiation skills with adults and young people  Able to work under their own initiative and under direction  Interest in developing resources  Capable of preparing materials for use in the workshop for student projects  Basic ILT Skills | Confident in MS Office |
| **Other Requirements** | Attendance at college events i.e., open events including outside of normal working hours | Able to travel between sites if required  D1 minibus Category on Driving License |