

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Technician/Learning Support Officer - Mechanical Engineering	Post Number:	CS0995F
Daily Supervision:	Learning & Skills Lead (LSL) – Mechanical Engineering	Grade:	CSS Scale 4/5
Department:	School of Professional Industries (PI)	Last Updated:	April 2022

Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

To provide technician support for staff and students in practical classes within the programme area.

This post is part of the Grow Your Own (GYO) element of our recruitment strategy which supports the talent pipeline of Lecturers and Instructors into skills shortage areas.

This is a fixed term role for the period 1 August 2022 until the end of the summer term (7 July 2023), during this time the post holder will be supported to complete both the Level 3 [Award in Education and Training \(AET\)](#) (6 weeks online course) and Level 4 [Certificate in Education and Training \(CET\)](#) and will undertake a minimum of 30 Teaching Practice Hours as required by the CET.

Whilst we foresee substantive vacancies in these skills shortage areas, there is no guarantee of continued employment after this placement period.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To prepare and maintain materials and resources in order to provide support of practical activities within the workshops and classrooms.
2. To support the teaching and learning on a range of courses and programmes according to the requirements of the programme area.
3. To contribute to the maintenance of the programme area including producing materials relevant to the areas of delivery within the context of Mechanical Engineering.
4. To complete and maintain records required for the area.
5. To contribute towards the development of an inclusive learning environment.
6. To contribute to and work effectively as a member of the team.
7. To carry out and maintain equipment and Health and Safety documentation required by the college and by the awarding organisations.
8. To be available to work in any cross-college site appropriate to programme needs.
9. To maintain quality standards appropriate to the post.
10. To maintain professional standards and expertise by undertaking relevant professional development.
11. To accept responsibility for the implementation of the college's Equal Opportunities policy throughout all personal contacts in the college and within this area of responsibility.
12. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.
13. To conform with the Health and Safety requirements relevant to the post including the production of risk assessments.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Level 2 or equivalent qualification in relevant engineering subject area.	A/I
2	Grade 4 or above in GCSE English Language and Maths or equivalent.	A/I

	Skills/Abilities – Interpersonal	PSM
3	The ability to work in a non-discriminatory manner.	A/I
4	The ability to respond to individual learning needs.	A/I
5	The ability to work constructively towards programme area targets or objectives.	A/I
6	The ability to advise students on working effectively and to implement the colleges Health and Safety policy, including the production of risk assessments.	A/I

	Experience	PSM
7	Recent relevant experience of working in an engineering environment.	A/I
8	Evidence of implementing effective resource improvements, strategies/initiatives.	A/I

	Work Related Circumstances	PSM
15	The ability and willingness to undertake relevant staff development in accordance with the GYO placement.	A/I

	Skills/Abilities - Other	PSM
17	Effective organisational skills with the ability to prioritise, action plan and meet deadlines.	A/I
18	Appropriate level of IT skills to undertake relevant duties, i.e. Word and PowerPoint or the willingness and ability to undertake relevant training.	A/I
19	Responsibility for the safeguarding and promoting the welfare of children wherever applicable.	A/I
20	Ability to travel across sites and locations.	A/I

Prepared By:	Ross Tarnowski (Head of Engineering & Technology)
Date:	06 April 2022

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test