

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Technician Learning Support in Carpentry & Joinery	Post Number:	CS1370P
Daily Supervision:	Curriculum Lead (Carpentry & Joinery, Multi-Skills and Technical & Professional Studies)	Grade:	CSS Scale 5
Department:	Construction & Building Services	Last Updated:	24.06.25

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

Working between the woodworking machine shop and the practical workshop, you will provide technician and learning support for the delivery team towards the preparing of materials and practical classes across the Carpentry & Joinery provision of Lincoln College. Conforming to the Health & Safety requirements and maintenance needs of the Carpentry & Joinery Team and the classrooms and areas.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. To prepare and maintain materials and resources in order to provide support of practical activities within the workshop 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 and preparing materials and equipment relevant to the areas of delivery within the context of the Colleges' programme area.
4. To complete and maintain any records, including Health & Safety and Risk assessments required for the area by the college and our awarding bodies.
5. To contribute to and work effectively as a member of the team.
6. To be able to work across college locations as required.
7. 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.
8. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
9. To maintain quality standards appropriate to the post.
10. To conform with the Health and Safety requirements relevant to the post.
11. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

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 Carpentry & Joinery or Wood Industry subjects	A/I
2	Grade C (Grade 4) or above GCSE English or Maths or equivalent	A/I
3	To have a developmental mindset towards developing self	A/I

	Skills/Abilities – Interpersonal	PSM
4	The ability to work in a non-discriminatory manner	A/I
5	The ability to respond to the individual learning needs of learners	A/I
6	The ability to work towards programme area targets and objectives	A/I
7	The ability to advise students on working effectively and to implement the colleges Health and Safety policy including the production and updating of risk assessments	A/I
8	Relevant experience and/or knowledge of the construction industry	A/I

	Skills Related to Work Experiences	PSM
9	Effective organisational skills with the ability to prioritise plan and meet targets/plans	A/I/T
10	Appropriate level of IT/Digital skills	A/I
11	Ability to travel between sites/campuses	A/I
12	Ability to adapt and generate ideas using a problem-solving mindset	A/I

	Skills/Abilities - Other	PSM
13	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
14	The ability to promote equality, diversity and inclusion throughout all aspects the role	A/I

Prepared By:	Paul Barnes
Date:	24.06.25

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

