

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Engineering Technician
Responsible to:	Head of Curriculum
Responsible for:	N/A

1.	Job Purpose:
1.1	To provide practical and technical support to the Engineering areas for all apprenticeship programmes.

2.	Key Responsibilities:
2.1	To prepare and develop teaching aids and workshop materials for use by students and lecturing staff in practical sessions.
2.2	To prepare appropriate workshop materials for the delivery of practical sessions.
2.3	To provide supervision and support to learners to ensure that learning targets are met.
2.4	To assist in a wide variety of modules and related courses in a workshop or classroom environment.
2.5	To assist with the implementation and delivery of commercial courses.
2.6	To respond to curriculum issues/developments.

3.	Specific Duties:
3.1	To manage the tools store during classroom and workshops times and produce quarterly tool audits.

3.2	To respond effectively to routine enquiries from staff and learners, partners and the general public.
3.3	To order materials, stock control, and maintaining inventories and other records.
3.4	To keep all records up to date for machines, workshops and PPE.
3.5	To provide reports and other information as required by College Management.

4.	Budget Responsibility:
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Partnership at all times. (if no budget responsibility state “The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership’s purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
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7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.
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8.	Safeguarding Children and Vulnerable Adults:
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	TEC Partnership Policies and Procedures:
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 2/GCSE English and Maths. Level 3 or equivalent in Engineering or willing to work towards.	E	D
Specialist Knowledge	Awareness of Engineering Safety regulations. Awareness of the Health & Safety at Work Act. Knowledge of workplace risk assessments.	E E	D

Experience	Relevant engineering industry experience – on site and/or in the workshop environment.	E	
	General engineering background and knowledge of engineering maintenance techniques and materials.	E	
Skills and Attributes	Ability to use industry tools and equipment	E	
	Ability to work on own initiative	E	
	Ability to prioritise and manage workload	E	
	Ability to work to deadlines	E	
	Ability to communicate effectively	E	
	Ability to develop effective working relationships	E	
	Basic IT Skills	E	
	Enthusiasm and commitment	E	
	Professional	E	
Flexible and adaptable	E		
Other	DBS check carried out on appointment	E	
	Flexibility within contractual hours	E	
	Flexibility to work across sites	E	

Qualities identified and determined by:

E = Essential

D = Desirable