

JOB DESCRIPTION

(as at March 2019)

Job Title:	TECHNICIAN DEMONSTRATOR IN ENGINEERING
Responsible to	Director of Vocational Skills
Responsible for:	Delivery of practical skills in Mechanical & Electrical Engineering
Functional Liaison with:	Course directors/teams Faculty Staff
Main Purpose:	Delivery of skills and provision of Technician support to a designated area. Caseloads will range from 600 to 1200 hours demonstration per annum, dependent upon the scale of required technician tasks.

Main Duties and Responsibilities

The following duties are not shown in order of priority of frequency nor is the list comprehensive, but rather an indication of the type and level of duties expected of this post. The relate to the post holders area of vocational responsibility and compliance with college procedures and standards

Demonstrator Duties

1. Developing the vocational and practical skills of learners in a group.
2. Delivering provided schemes of work, activities and assessments.
3. Assessing and recording the skills of learners, as laid down by accrediting bodies.
4. Recording and reporting on learner progress.
5. Ensuring physical resources are correctly maintained.
6. Recording and maintaining agreed stock levels.
7. Temporarily substituting for other staff as required [an additional payment will be made at the appropriate rate of difference if a higher scale post is substituted].

Technician Duties

1. Order, co-ordinate and organise the resources centred within the School's workshop/studio areas, as well as in classrooms. Ensure all tools and equipment are safely stored and all areas are tidy throughout and at the end of each day.
2. Give technical support to staff during lecturing time throughout the School.
3. Undertake regular routine maintenance (as instructed by line manager). Ensure any defects are reported to line manager across all tools and equipment. Ensure records are maintained on all routine inspections for equipment compliance.
4. Organise displays and demonstrations as required within the curriculum and Faculty needs.
5. Participate in Risk Assessments as part of the College Health and Safety policy.
6. Help maintain related IT systems within the School.
7. Give technical and practical support in all workshop areas.

General Duties

12. Attending open events, exhibitions, consultations and progression events as needed.
13. Being a full member of programme delivery teams, attending meetings as required.
14. Adhere to the Risk Management Policy and notify your line manager of any identified risk.
15. Be responsible for own health and safety at work and comply with the College's health and safety policy at all times.
16. Undertake any other duties as directed by the Principal or by delegated authority.

Person Specification

	Essential	Desirable	Evidence
QUALIFICATIONS	Level 3 qualification, or above, relevant to the area.	Possession of, or the ability to achieve within the first year of appointment, PTTLs or equivalent qualification.	A, I
		A relevant qualification in Teaching, Training and Learner Development would be an advantage.	A, I
EXPERIENCE	Proven track record of achievement in the vocational area.	Experience of administrative practices and procedures.	A, I
		Experience in Teaching, Training and Learner Development would be an advantage.	A, I
KNOWLEDGE AND SKILLS	The ability to organise own workload.		I
	Good numeracy, literacy and I T skills.		I
	The ability to relate to young people and provide clear instruction, advice and support to individuals and groups.		I
TRAINING	Willingness to undergo any further training or development as, or when appropriate.		I, A
PERSONAL QUALITIES	The ability to work as a member of a team.		I
	Good interpersonal skills.		I
	Good organisation skills.		I
	The ability to work with		I

	minimum supervision but to recognise when help is required and ask for it.		
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Conditions of Service

1. Hours of Work: 37 hours per week. Monday to Thursday 8.30am to 5.00pm and Friday 8.30am – 4.30pm. Evening work may be required.
2. New appointments to the College are subject to a 12 month probationary period.
3. Holidays: 24 days plus public holidays, rising to 29 days on completion of 5 years service.
4. Contributory pension with the Local Government Pension Scheme run by Suffolk County Council.
5. The successful applicant will be required to complete and obtain a disclosure check from the Disclosure & Barring Service. The cost of processing this will be £44 and will be deducted directly from your first salary payment. Further information about the Disclosure Scheme can be found at [Disclosure & Barring Service](#) or by speaking to a member of the Human Resources department.
6. The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
7. This job description is current at the date shown. It may be changed from time to time in negotiation with the Post Holder.

Further Information

In accordance with the Equality Act 2010 the College operates a policy of equality and diversity which protects employees, students, and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics', which include: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race (colour, nationality and ethnic or national origins.); religion or belief; sex; and sexual orientation.