

Training Technician

Department:	Children, Young People, Education and Skills
Section:	Education
Reports to:	Faculty Head
JE Ref:	CYP1016
Grade:	TAF07/CS07
Responsible for:	Supporting learning for students.

Job purpose

Assist in training and providing support to students in their respective faculties and assess their competence. Liaise with Lecturers and technicians to maintain and manage the working environment and ensure that all equipment is in a safe usable condition. To encourage children to treat each other with respect and to follow the schools behaviour policy at all times.

Job specific outcomes

Training, teaching and assessment of student groups and provide support and back up for lecturing staff delivering the programmes.

Provide support for students during practical sessions within their respective programmes.

Assist lecturing staff in training and assessing students in their capabilities during practical sessions.

Maintain stock levels of materials and resources required for practical sessions and ensure the working environment and all equipment and machinery is in a safe and usable condition.

Processing of all invoices for the department, adhering to college financial procedures.

To train students in the safe and correct use of various equipment and where appropriate, machinery.

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Must have completed a recognised qualification to level 3 diploma or equivalent in relevant subject, to the programme being delivered eg hair and beauty technician would need Level 3 hairdressing.</p>	<p>Teacher training qualification PTLLS or equivalent First aid, Manual Handling, ECDL. Additional training relevant to course being run eg Safe Use of Grinding Wheels for Engineering / Construction programme.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>		
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>		
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to plan effective actions for students.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Must have proven track record in the relevant industry and have a minimum of 3 years experience of working within that industry..</p>	