

Job Description

Job Title: Engineering Workshops Co-ordinator
Grade: Scale 8
Responsible to: Farm Manager

Introduction

The College's Vision and Values are embodied in the following statements:

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. The College is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College.

What Will I Be Doing? (Contribution Statement)

Working with the Learning manager, the postholder will supervise a team of staff to ensure a well-prepared, realistic and a safe working environment. The postholder will be jointly responsible for all aspects of the operation of the workshops, including teaching, physical and human resources.

There will be a clear role in liaising with the academic staff to provide practical training activities to full and part time students to enable them to meet curriculum requirements.

Working with the Learning Manager the postholder will ensure that practical support, instruction, training and supervision to students is provided in practical subjects both on an individual and group basis, ensuring provision is learner focused, ensures academic excellence, high quality learning and an outstanding student experience and which reflects the principles of the personalised curriculum and contributes to the achievement of the College's strategic and development plans.

Main Duties and Responsibilities

1. To supervise a well prepared, realistic and safe working environment and develop the professional attitude of the students towards their work and give them every opportunity to practice and develop their skills.
2. Co-ordinate the maintenance and upkeep of the College workshops ensuring outstanding standards.
3. To supervise the workshops staff on a daily basis, including work and leave rotas.
4. Support the efficient and effective running and development of all aspects of the curriculum including comprehensive preparation of equipment and learning areas, instructing and demonstrating and supervise students working in the practical skills area
5. To supervise the efficient use of resource and equipment and routine maintenance and ensure the cleanliness and tidiness of the learning areas
6. Maintain effective communication with College staff, students, parents and stakeholders including employers.
7. Support the Learning Managers to ensure learner recruitment, enrolment and induction, attendance, retention, achievement, success, welfare, pastoral support, progression and discipline within their area.

Curriculum

1. Develop and maintain a realistic working environment and develop the professional attitude of the students towards their work and provide students with every opportunity to practise their skills.
2. To keep records, as appropriate, of student attendance, progress, assessment and attainment.
3. Effectively plan and teach practical activities for a range of part and full time students if appropriate, in agreement with the Learning manager.

Administration

1. Ensure compliance with, and implementation of, all College policies and procedures with particular reference, but not exclusively, to Equality and Diversity, Health and Safety and Every Child Matters.
2. To undertake administrative tasks as required including the completion of registers and provision of provide accurate and timely reports as required.
3. Undertake administrative tasks as required.
4. Participate in College groups, course team meetings, course reviews and other activities when required.
5. Monitor and maintain stocks and stock lists/inventories, order appropriate tools, equipment, materials and consumables and assist with stock checks and control.

Health and Safety

1. To manage and promote College Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others
2. Prepare risk assessments and assist in the induction of staff and students in the safe use of facilities, tools and equipment.
3. Ensure the learning areas meet all relevant legislative requirements, including carrying out risk assessment where necessary. Work with Workshops and Grounds manager to ensure College Health and Safety systems and procedures are in place.

4. Maintain safety standards in accordance with the Law and College's Health & Safety Policy and to act as a First Aider including responsibility for maintaining first aid equipment.

Other

1. Provide cover in the case of absence.
2. Ensure compliance with and implementation of all College policies and procedures in respect of Equality and Diversity
3. Ensure compliance with all College policies and procedures in respect of Child Protection Legislation (Every Child Matters)
4. To participate in the duty rota including evening and weekend working as required
5. To engage in training and development as required.
6. To attend and support College open days and events as required.
7. Travelling and working away from normal base as may be required from time to time.
8. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually with the Assistant Principal through the College performance management scheme.

Date job description prepared:

Agreed by Job Holder:

Date:

Approved by Manager:

Date:

Approved by Director of Human Resources:

Date:

Notes: *This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.*

The job description duties and key performance outcomes must be reviewed annually with the line manager and approved by the head of Human Resources and a member of the Senior Management team.