
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Science & Health Technician
Department:	Creative and Digital Industries Faculty
Responsible to:	Head of Faculty – Creative and Digital Industries
Hours:	30 hours per week / 0.8 fraction (4 days a week) all year round We welcome applications from individuals interested in part-time working arrangements of fewer than four days per week.
Salary:	£21,781.62 [FTE £26,864 YCBLR1.1]
Date of Issue:	September 2026

1. Job Purpose

- To manage the designated workshops in the Creative and Digital Industries Faculty.
- To deliver high-quality workshops, demonstrations of technical skills and teaching delivery within the Creative and Digital Faculty, providing quality learning experience for all students under your care using a wide range of teaching methods.
- You will deliver, at points assess and support content delivery within our Laboratory Technician and Creative Apprenticeship offer.
- Be responsible for the general upkeep and the health and safety of the workshop areas within your remit
- Take an active role in promoting our department on our Marketing social media pages.

2. Key Roles & Accountabilities

- To provide high-quality workshops, demonstrations of technical skills and teaching delivery within the Creative and Digital Industries curriculum to all students in a practical environment.
- To demonstrate, instruct and assess skills as dictated by standards presented by awarding bodies.
- To hold H&S meetings, with minutes taken that comply with college policy & procedure and legislation.
- To assist in the quantity, order and control the consumable stock required by the workshop for its efficient and effective operation.

- To ensure workshops and areas within CDI are ready for lesson, well stocked (ordering for your areas) and tidied.
- To maintain training documentation for the relevant awarding bodies, college and customer requirements.
- To implement and follow the schemes of work and assessment schedules, devised by the study programme manager and liaise closely with them to ensure that study programme requirements are met.
- To develop a stimulating environment to encourage student success, including mathematics and English.
- To apply differentiated strategies to meet individual needs.
- Liaise with study programme manager to help monitor student absenteeism.
- Take responsibility for the care, maintenance, repair or replacement of equipment.
- Supervise learners' conduct and comply with Health and Safety procedures, ensuring the welfare of the learners under your care.
- To undertake associated organisational and administrative work. This could include assisting with study programme paperwork and apprenticeship accountability actions.
- Attend team meetings, keeping the Study Programme Manager and Curriculum Leader informed of student's progress and other curriculum and College issues.
- Participate in induction activities, e.g. Open Days, Parent evening etc, as appropriate.
- Maintain effective and professional relationships with other staff, students, parents, employers and external agencies.
- Maintain legislation understanding / requirements and log CPD activities as appropriate
- There will be an expectation to either hold or work towards a L4 Teaching qualification & L3 Assessor Award.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary act.

5. Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification

Post: Science & Health Technician

	Essential	Desirable
Previous Experience	• Industry experience working in the sector • A good working knowledge of the latest developments in digital technology	• Experience of developing and delivering high-quality teaching and training. • Knowledge of Apprenticeships. • Experience in mapping, tracking, delivery of key skills and target setting • Flexible resource development
Qualifications	• Maths and English up to Level 2	• Relevant appropriate qualification to level 3 or higher. • Assessor award. • Internal Verifiers award. • L4 Teaching Qualification.
Special Skills/Aptitudes	• Willing to develop Design Knowledge and Skills • Empathy and understanding of respective student cohort groups and their needs. • Proven ability to create and maintain appropriate work systems. • Breadth of understanding of programme choices and routes. • Able to raise quality and standards through successful team management and effective study programme development. • Adept at communicating complex information to others in as easily.	• Evidence of capability with classroom-based ILT
Personal Attributes	• Able to engage effectively with individuals and groups. • Commercial awareness.	• Successful leadership skills.

	• IT literacy. • Commitment to inclusive education/ valuing diversity. • Excellent interpersonal skills. • Enthusiasm and flair for subject area. • Organised and be able to prioritise time. • Creativity and innovative approach to situations. • Inspirational presentation skills. • Excellent communication skills. • Planning & organising skills. • Working with others. • Getting things done. • Managing/motivating and developing staff. • Self-awareness and self – management.	
General	• Ability to be flexible over working hours.	• Full driving license. • Car owner with a willingness to use of College business as required.
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional –Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code of Practice for Disclosure and Barring Service Nov 15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)