



EAST COAST COLLEGE

Job Description

Job Title: Technical Support Instructor

Reports to: Head of Department

Terms of Employment: Support Staff conditions

Salary Banding: F

Purpose of Role: To ensure high-quality learning experiences by providing both:

- Technical support within workshops, studios and practical learning environments, including equipment maintenance, health and safety compliance, and preparation of materials and resources.
- Learning support for students with a range of additional needs during all practical sessions, enabling them to access learning, develop independence and achieve their goals.

The post holder will play a key role in maintaining safe, efficient and industry-standard learning environments while also supporting students requiring Learning Support to thrive within them.

The role will be based at a main campus but may require working across all East Coast College sites.

Main Duties

A. Technical Responsibilities

Workshop, Equipment and Resource Management

- Carry out daily maintenance, checks and servicing of workshop equipment, ensuring records are accurate and up to date.
- Ensure all areas meet required health, safety and hygiene standards, including general housekeeping and safe storage of tools and materials.
- Control and maintain stock levels, including ordering materials, preparing orders, and ensuring cost-effective use of resources.

- Prepare materials, tools and equipment for teaching staff and students, including the production of practical teaching aids.
- Research, operate and maintain established and emerging technology relevant to the curriculum area.
- Undertake PAT testing (where trained) and ensure compliance with relevant legislation and college procedures.
- Complete risk assessments for activities, equipment and environments, recording findings in line with college systems.

Support for Curriculum Delivery

- Provide demonstrations and guidance to staff and students on the safe and effective use of equipment and tools.
- Support practical teaching sessions through one-to-one or small-group coaching in workshop skills.
- Contribute to the development and delivery of practical learning activities as directed by the Curriculum Manager.
- Assist with planning and supporting trips, visits and external activities.
- Contribute to student progress monitoring and assessment within practical contexts.

B. Learning Support Responsibilities

Student Support in Practical Sessions

- Provide in-class support to students, including those with learning difficulties, disabilities, autism, SEMH needs or complex profiles during all practical activities.
- Assist students with practical tasks, breaking down instructions, reinforcing strategies and promoting independence.
- Support students to use assistive technology and adapt materials under the direction of teaching staff.
- Support students with non-intimate personal care where required (e.g., escorting to facilities, checking wellbeing).
- Support students during unstructured times (e.g., breaks, lunch) where appropriate to their needs.
- Act as a reader, scribe or invigilator during examinations as required.
- Contribute to the recording of student progress using ProMonitor and support the development of eILPs.
- Work collaboratively with teachers, Leads and the SEND team to support EHCP reviews and ensure students work towards their exit goals and future pathways.

Other Responsibilities:

- Ensure the health, safety and wellbeing of students, staff, contractors and visitors in accordance with College policies.
- Promote a teaching, learning and working environment free from discrimination, where individuality is valued and professional standards are upheld.
- Maintain awareness of safeguarding requirements and comply with the College's Safeguarding Policy.
- Develop positive working relationships with internal and external stakeholders to support outstanding curriculum provision.
- Undertake mandatory training and any additional training required for the safe and effective performance of the role.
- Carry out any other duties reasonably required, commensurate with the level of responsibility and the needs of the College.

Other duties

The post holder may be required to perform duties other than those outlined in the job description. The particular duties and responsibilities attached to the post 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 in themselves justify the re-evaluation of the post.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, should there be such variation, appropriate training may be given to enable the post holder to undertake the new/varied work.

Other

Develop collaborative relationships with key stakeholders that lead to increased learner numbers and outstanding curriculum provision.

Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.



Be responsible for safeguarding and promoting the welfare of students.

Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or places of work.

Carrying out regular environmental health and safety checks following college procedures. Record any maintenance and safety findings using the college IT system in a timely process.

Carry out risk assessments following college procedures. Record any maintain findings using the college systems and processes in a timely process.

Person Specification

Essential Criteria	Desirable Criteria
<p>Qualifications and Training</p> <p>Level 2 English (or willingness to achieve within two years)</p> <p>Level 2 Maths (or willingness to achieve within two years)</p> <p>Relevant Level 2 vocational qualification or equivalent industry experience</p> <p>Level 3 Teaching Qualification (or willingness to achieve)</p> <p>Evidence of continuous professional development</p> <p>Willingness to undertake mandatory training, including:</p> <ul style="list-style-type: none"> • Safeguarding • Health & Safety • Manual handling • Assistive technology • Supporting students with SEND <p>Evidence of continuous professional development</p>	<p>Qualifications and Training</p> <p>Level 3 vocational qualification</p> <p>Level 3 Award in Supporting Individuals with Learning Disabilities (or willingness to work towards)</p> <p>First Aid qualification</p> <p>Training in epilepsy, medical conditions or administering medication</p> <p>PAT testing qualification</p> <p>Health & Safety qualification</p>
<p>Experience and Skills</p> <p>Experience of working in a practical, workshop or vocational environment</p> <p>Experience supporting individuals with learning difficulties, disabilities, autism or SEMH needs</p> <p>Ability to manage a varied workload and work flexibly across curriculum areas</p>	<p>Experience and Skills</p> <p>Experience working within a college or educational environment</p> <p>Experience delivering demonstrations or coaching in practical skills</p> <p>Experience maintaining workshop equipment or managing stock</p> <p>Experience contributing to student progress monitoring or assessment</p>

<p>Good communication skills, including the ability to give clear instructions and adapt explanations for different learners</p> <p>Ability to support students to develop independence and practical skills</p> <p>Basic IT skills, including use of email, online systems and digital recording tools</p> <p>Confidence in liaising with teaching staff, support teams and external agencies</p> <p>Ability to follow and apply Health & Safety procedures consistently</p>	
<p>Knowledge</p> <p>Understanding of safeguarding and the responsibilities of working with young people and vulnerable adults</p> <p>Awareness of Health & Safety regulations relevant to workshop environments</p> <p>Understanding of the needs of students with SEND and the strategies that support them</p> <p>Awareness of the SEND Code of Practice and the purpose of EHCPs</p> <p>Knowledge of safe use, storage and maintenance of tools, equipment and materials</p>	<p>Knowledge</p> <p>Knowledge of assistive technology used in educational settings</p> <p>Understanding of risk assessment processes</p> <p>Knowledge of cleaning, maintenance or workshop housekeeping procedures</p>

Personal Qualities and abilities	Personal Qualities and abilities
<p>A commitment to enabling students to achieve their learning goals</p> <p>Professional approach, including appropriate dress, PPE and conduct</p> <p>Positive attitude towards working with students with a wide range of additional needs</p> <p>Open, honest and trustworthy, with a strong sense of responsibility</p> <p>Ability to work independently and use initiative while also contributing effectively to team working</p> <p>Flexible and adaptable to changing demands, environments and methods of working</p> <p>Ability to inspire confidence in students and promote safe, inclusive practice</p> <p>Willingness to work across both College campuses as required</p>	<p>Proven ability to promote Equality, Diversity and Inclusion</p> <p>Ability to mentor trainee staff or support colleagues in developing safe practice</p>

East Coast College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.