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| **Job Title:** Curriculum Support Assistant - Arboriculture  **Reporting to:** Farm Manager  **Base:** Broomfield Hall |
| **Hours:** 37 hours per week, 52 weeks per year  **Contract type:** Support Staff  **Holidays:** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days  **Salary:** £23,557 per annum |
| **Job Purpose**  To support the delivery of the Curriculum and effectively manage resources. |
| **Key Responsibilities**   * To provide support for the teaching of relevant subjects, ensuring a safe and healthy working environment is managed to a level appropriate to the curriculum area. * To ensure the safe storage, preparation, transportation and disposal of chemicals and materials, including hazardous substances. * To prepare for class practical activities and afterwards clean equipment. * To contribute to the design, development and maintenance of specialist resources and provide professional guidance, assistance and support to lecturers on the practical aspects of the curriculum. * To develop and maintain a strong working knowledge of departmental practical activities and work effectively with staff when developing new practical activities. * To provide guidance and support, including aspects of health and safety, to students undertaking independent practical work. * To assist individual students undertaking practical work. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Person Specification** |
| **Competencies**  **Essential**   * Able to work flexibly across the curriculum * Able to support students’ learning * Able to effectively manage resources * Working with students or in a training environment * Strong planning and organisational skills * Able to work under pressure and meet deadlines * Able to work in a team as well as independently * Willing to professionally develop * Able to communicate effectively at all levels. * Ability to work outdoors in various weather conditions. * Physical stamina for manual labour tasks. |
| **Knowledge & Experience**    **Essential**   * Experience of technician work in a secondary school or college * Experience of preparing practical activities at Level 2 and 3 * Knowledge of Health and Safety * Knowledge of First Aid * Experience in farming * Knowledge of crop cultivation, livestock management, and farm machinery |
| **Qualifications -** You are required to provide valid certificates as proof of all qualifications  **Essential**   * Level 2 Maths and English (GCSE or equivalent) * Level 2 Award in Safe Use of Manually Fed Wood-Chipper * Level 2 Certificate of Competence in Chainsaw Maintenance and Cross-Cutting * Level 2 Certificate of Competence in Felling Small Trees up to 380mm |

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