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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.
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| **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.
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| **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

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| **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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