

|  |
| --- |
| ***Curriculum Support Assistant for the Carpentry & Joinery department***  ***Reporting to Team Manager***  ***Base – The Roundhouse*** |
| **Hours** 37 hours per week, 52 week per year, flexibility required  **Contract Type** Support  **Holidays** 20 per year subject to service increases  **Salary** £22,438 per annum |
| **Job Purpose**  To support the delivery of the Curriculum and effectively manage resources. |
| **Key Responsibilities**   * To provide support for the teaching of Carpentry & Joinery and construction 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 learners undertaking independent practical work. * To assist individual learners undertaking practical work. * To develop, maintain and ensure the timely availability of resources. * To work flexibly across the construction curriculum area. * To monitor and maintain stock levels, update stock records and identify and plan for future requirements. * To compile orders and liaise with suppliers and finance departments as/when required. * To ensure equipment within the curriculum area’s remit is properly maintained and serviced. * To ensure that quality standards are set, monitored and reviewed within the section. * To take responsibility for ones own professional development and continually update as necessary. * To comply with Equal Opportunities policies and to assist in the development of Equal Opportunities. * To comply with all Health & Safety, Child Protection & Safeguarding, Risk Management policy and legislation in the performance of the duties of the post. * To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal obligations. Appropriate information, instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health. * To comply with all aspects of the Data Protection Act. * To adhere to the College’s Computer Network Acceptable Use Policy. * To undertake risk assessments for any new activity and to ensure risk assessment checks are carried out for any ongoing activity. * To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job. |
| **Competencies**   * Able to work flexibly across the curriculum * Able to support students’ learning * Able to effectively manage resources and workshops * Be able to work with young people * Preparing resources for practical activities at Level 1, 2 and 3 * Strong planning and organisational skills * Reliable * Able to work under pressure and meet deadlines * Able to work in a team as well as independently * Willing to professionally develop * Ordering and stocktaking of materials and equipment * To issue materials, tools and equipment * Able to communicate effectively at all levels. * Be able to safely set-up, operate and maintain woodworking machinery. |
| **Knowledge and Experience**  **Essential**   * Health and Safety * First Aid * Experience of setting up, operating and maintaining woodworking machinery.   **Desirable**   * Experience of working with young people * Experience of technician work in a secondary school or college * Experience working with learners or in a training environment * Experience of preparing practical activities at Level 1, 2 and 3 |
| **Qualifications**  **Essential**   * Level 2 Maths and English or a willingness to work towards * Level 2 qualification(s) or higher in Carpentry / Joinery related subject   **Desirable**   * First Aid at work certificate * Full Driving Licence |