

**LINCOLN COLLEGE  
CORPORATE SUPPORT SOLUTIONS LTD  
JOB DESCRIPTION**

**Post Title:** Technician/Learning Support Officer  
Mechanical Engineering

**Post Number:** CS0163P

**Grade:** CSS Scale 4/5

**Date:** February 2019

**Line Manager:** LSL Mechanical Engineering

**Directorate:** Professional Industries

**Daily Supervision:** Learning & Skills Lead  
Mechanical Engineering

**Unit/School:** Professional industries

**Job Purpose:**

To provide technician and learning support for staff and students in practical classes within the programme area.

**Principal Duties and Responsibilities:**

1. To prepare and maintain materials and resources in order to provide support of practical activities within the workshops and classrooms.
2. To support the teaching and learning on a range of courses and programmes according to the requirements of the programme area.
3. To contribute to the maintenance of the programme area including producing materials relevant to the areas of delivery within the context of the College's programme master file.
4. To complete and maintain records required for the area.
5. To contribute towards the development of an inclusive learning environment.
6. To contribute to and work effectively as a member of the team.
7. To carry out and maintain equipment and Health and Safety documentation required by the College and by the awarding bodies.
8. To participate in any cross-college working / strategy groups as may from time to time be established.
9. To be available to work in any cross college site appropriate to programme needs.
10. To maintain quality standards appropriate to the post.
11. To maintain professional standards and expertise by undertaking relevant professional development.
12. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
13. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.
14. To conform with the Health and Safety requirements relevant to the post including the production of Risk assessments.

**NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by a supervising manager. The responsibility level of any duties should not exceed those outlined above.**

**LINCOLN COLLEGE  
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PERSON SPECIFICATION FORM**

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**Unit/School:** Professional Industries

<b>No.</b>	<b>Requirement</b>	<b>Proposed Selection Method *</b>
<b>Knowledge</b>		
1	Level 3 or equivalent qualification in relevant subject area.	A/I
2	Grade C (Grade 4) or above GCSE English or Maths or equivalent	A/I
<b>Skills/Abilities – Interpersonal</b>		
3	The ability to work in a non-discriminatory manner	A/I
4	The ability to respond to the individual learning needs of customers	A/I
5	The ability to work constructively towards programme area targets or objectives	A/I
6	The ability to advise students on working effectively and to implement the colleges Health and Safety policy, including the production of risk assessments	A/I
<b>Experience</b>		
7	Recent relevant experience of working in an engineering environment	A/I
8	Evidence of implementing effective resource improvements, strategies/initiatives	A/I
<b>Work Related Circumstances</b>		
9	The ability and willingness to undertake relevant staff development	A/I
<b>Skills/Abilities – Other</b>		
10	Effective organisational skills with the ability to prioritise, action plan and meet deadlines.	A/I
11	Appropriate level of ICT skills	A/I
12	Responsibility for the safeguarding and promoting the welfare of children wherever applicable	A/I
13	Ability to travel to all sites	A/I

**Prepared By:** Julie Sullivan  
**Designation:** Director of Professional Industries

**Date:** Nov 2018

\* A = Application Form

I = Interview

T = Test