

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: LEARNING FACILITATOR

RESPONSIBLE TO: Curriculum Manager

RESPONSIBLE FOR:

Main purpose of post:

To support students in their learning under the general guidance of a Lecturer together with providing technical support in all aspects relating to maintenance and general upkeep of machinery and workshop / classroom areas with a particular focus on a given area.

Responsibilities:

- 1 To carry out demonstrations for students and provide instruction on basic craft techniques as required under the general guidance of a Lecturer within the workshop area, classrooms, during project work, within the College sites, as part of external projects and partnership work.
- 2 To ensure effective communications with all relevant College staff and assist curriculum teams as directed and as appropriate.
- 3 To supervise students within the workshop area, during project work, within the College sites, as part of external projects and partnership work - ensuring safe working practices are used and relevant Health and Safety Regulations are complied with.
- 4 To ensure all machines and equipment are maintained, serviced, changed and prepared in accordance with manufacturers, and health/safety recommendations and curriculum requirements together with updating associated records.
- 5 To be responsible for arranging estimates and the ordering of resources and learning materials.
- 6 To issue materials and equipment from stores to workshops; manage stocks and supplies; ensure stocktaking is undertaken; and records/ inventory relating to materials and equipment are maintained.
- 7 To prepare materials and workshops as required.
- 8 To carry out general preparatory works for student projects.
- 9 To break down student work including projects and reclaim materials.
- 10 To maintain all workshop areas in a safe, clean and tidy condition.
- 11 To ensure safe stacking and storage of materials / equipment and assist in maintaining security of stores and workshops.
- 12 To undertake minor works depending on trade background and experience.
- 13 To receive deliveries of materials and equipment.
- 14 To carry out premises maintenance work as required to meet the needs of the curriculum.
- 15 To maintain and replenish first aid boxes.

- 16 To assist in other department workshop areas (i.e. forklift truck driving).
- 17 To provide demonstrations and information when supporting College marketing events, information and taster days.
- 18 To actively promote equality & diversity within the College community ensuring that any issues/ concerns are appropriately addressed.
- 19 To ensure that the College community is appropriately safeguarded in line with procedures.
- 20 To be aware of, promote, and abide by the College Health and Safety procedures and contribute to risk / COSHH assessments where appropriate.
- 21 To proactively implement the College's policies and procedures.
- 22 To undertake work at other sites as necessary.
- 23 To undertake other relevant duties as may reasonably be requested by the Principal.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date:	Signature:
Issue:	Ref:jobdesc/Learning Facilitator

LEEDS COLLEGE OF BUILDING

PERSONNEL SPECIFICATION

POST: LEARNING FACILITATOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant experience in Construction Industry	Experience working in a relevant trade area. Experience of working in an educational/ training capacity Supervisory Experience Experience of demonstrating skills	Application form Interview
EDUCATION & TRAINING	NVQ Level 2 or equivalent in Construction Crafts Trades	Health & Safety Training Health & safety Qualification Evidence of professional development Fork Lift Truck training	Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent Communication Skills Excellent trade specific skills Confident in dealing with young people and adults and a willingness to help them learn Excellent awareness of Health & Safety issues	Good multi-skills	Interview
ADDITIONAL FACTORS	Ability to carry out demonstrations Able to work on own initiative Flexibility to work across all College sites Commitment to customer care The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.		Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.