

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

Technician Sport

Full time Assessing T18-20 £22,574.59 - £23,948.99

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

Closing date for receipt of applications: 9th February 2024 at 5pm

Interviews will be held: W/c 12th February 2024

Pat Carrington
Head of Service /Principal
January 2024

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service/ City College Peterborough College
Job Title: **Technician**
Grade: **Tutor and Assessor Rate T18-20**
Responsible to: **Business & Enterprise Tutor, IAG, and Technician Line Manager**

JOB PURPOSE

To assist the course tutor. To work under the tutor's instructions to the Service's Quality Framework during formal scheduled teaching and learner assessment. To ensure a positive and successful learning experience for the young people inside and outside of the classroom. To participate in meetings and professional development. To make improvements for the department to meet all funding and awarding body targets and requirements and Ofsted targets and Quality Standards to maintain a minimum Grade 2 at Inspection.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Undertake the role of Sport Technician inside and outside of the classroom/gym to provide high-quality support, and out of class support, to young people on study programmes.
2. To assist the tutor to ensure that learners are aware of any health and safety considerations, including an awareness of individual risk assessments, relevant to the course and teaching environment.
3. Contribute to the behavior management of the learners.
4. To support and motivate learners who may have additional learning or social needs.
5. To prepare the environment ready for learner sessions.
6. Maintain and support ProMonitor and ProMark book.
7. Assist in learner initial and diagnostic assessment, induction, and advising on academic matters and progression routes
8. Contribute to good practice sharing including e-learning, RARPA, and embedding Skills for Life
9. Assist in embedding the Quality Improvement Plan in the department
10. Contribute to curriculum development to meet funding / awarding body and Ofsted targets and standards
11. Attend and contribute to team and cross-college meetings and events
12. Contribute to ensuring the safeguarding of children and adults
13. Contribute to ensuring the College's Equality and Diversity duty is met
14. Provide holiday and sickness cover if required
15. Work towards own agreed professional and personal development targets

GENERAL DUTIES

1. To ensure that the College's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Service/Principal.

VARIATION CLAUSE

This is a description of the post as it is constituted at the date shown. It is the practice of this Service / College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

Description prepared by: Helen Underwood
Business Manager

Date: January 2024

Description authorized by: Pat Carrington
(Head of Service / Principal)

Date: January 2024

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / City College Peterborough
Job Title: Tutor (Unqualified)
Grade: **Tutor and Assessor Rate T18-20**
Responsible to: **Business & Enterprise Tutor, IAG, and Technician Line Manager**
Completed by: **Helen Underwood**
Date: January 2024

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Proven knowledge of working with people with learning disabilities 	<ul style="list-style-type: none"> • Further Education • Knowledge of Ofsted • SEN/EHC • Autistic Spectrum Disorder
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Proven ability in: • Ability to relate confidently and successfully to people of all ages, backgrounds and abilities • Excellent oral and written communication skills • Have a positive regard for young people treating them with respect becoming a positive role model for learners. • Highly motivated and committed to achieving excellence • Leading by example • Demonstrating a can-do attitude • Doing what is needed to get the job done • Putting the organization at the heart of everything we do 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages e.g. Word • E- learning • Undertaken risk assessments
EXPERIENCE	Proven experience in: <ul style="list-style-type: none"> • 2 year industry experience 	

QUALIFICATIONS	Proven certification: <ul style="list-style-type: none"> • Level 2 Gym Instructor qualification • Minimum Level 2 Literacy and Numeracy or equivalent 	<ul style="list-style-type: none"> • Working toward PTTLs
EQUALITY AND DIVERSITY	Proven practice in: <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	Proven practice in: <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties 	<ul style="list-style-type: none"> • Live within easy travelling distance of the workplace