

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Technician/Learning Support Officer in Computing	<b>Post Number:</b>	CS0752P
<b>Daily Supervision:</b>	Learning & Skills Lead - Computing	<b>Grade:</b>	CSS Scale 4/5
<b>Department:</b>	Professional Industries	<b>Last Updated:</b>	December 2020

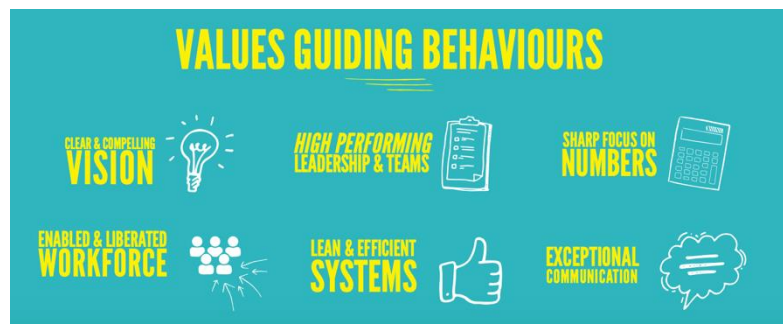
### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

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

The role requires that the wide range computer/network systems used by the colleges computing section are configured and operational for learning and teaching to take place, and to provide classroom supervision and support learners in completing their studies.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To prepare and maintain materials and computer systems to provide support of practical activities within the workshops and classrooms.
2. To be able to provide classroom support to teaching staff where necessary to benefit the learning in the computing lessons.
3. To support the teaching and learning on a range of courses and programmes according to the requirements of the programme area.
4. 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.
5. To complete and maintain records required for the area.
6. To contribute towards the development of an inclusive learning environment.
7. To contribute to and work effectively as a member of the team.
8. To carry out and maintain equipment and Health and Safety documentation required by the College and by the awarding bodies.
9. To participate in any cross-college working / strategy groups as may from time to time be established.
10. To be available to work in any cross college site appropriate to programme needs.
11. To maintain quality standards appropriate to the post.
12. To maintain professional standards and expertise by undertaking relevant professional development.
13. 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.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.
15. To conform with the Health and Safety requirements relevant to the post including the production of Risk assessments.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

Knowledge		PSM
1	Level 4 or Industry experience in Computing or IT	A/I
2	Grade C (Grade 4) or above GCSE English or Maths or equivalent	A/I

Skills/Abilities – Interpersonal		PSM
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

Experience		PSM
7	Recent relevant experience of working in IT infrastructure role	A/I
8	Experience of setup, administration and maintenance of server systems and networks (Windows and/or Linux)	A/I

Work Related Circumstances		PSM
9	The ability and willingness to undertake relevant staff development	A/I

Skills/Abilities - Other		PSM
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

<b>Prepared By:</b>	Julie Sullivan - Director of Professional Industries
<b>Date:</b>	December 2020

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test