

## JOB DESCRIPTION

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| <b>POST TITLE:</b>          | Engineering Technician   |
| <b>POST RESPONSIBLE TO:</b> | Lead for Engineering   |
| <b>SALARY:</b>              | Grade 3 SCP 5 - 9 £21,575 - £23,194<br>Pro rata (39 weeks) £18,891 - £20,309 |
| <b>CLOSING DATE:</b>        | 28 <sup>th</sup> September 2023  |
| <b>INTERVIEW DATE:</b>      | TBC  |
| <b>START DATE:</b>          | As soon as possible  |

### JOB PURPOSE

To provide general and practical support to staff and students within the Engineering department, including preparation and maintenance of resources and equipment, leading and supporting practical delivery within the engineering workshop in accordance with strict health and safety guidance procedures.

### Principal Responsibilities

- To ensure the timely delivery of the practical engineering curriculum by way of the safe provision and removal of relevant engineering materials and apparatus;
- To ensure the ethos of the WMG Academy and those of the sponsors are evident in every aspect of the discharge of the duties of the post;
- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around the academy and leading by example;
- Be committed to working in a forward-thinking, creative organisation, being prepared to support lead teachers in engineering with the delivery of lessons and learning experiences including:-
  - workshop activities; milling, turning, bench fitting and CNC
  - model making, prototyping and 3D realisation
  - stores and materials management
  - production of components and models in line with specific industrial briefs
  - maintenance of machinery and equipment to the highest standards
- To be responsible to the curriculum leader in engineering in co-ordinating the use of and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the engineering curriculum, including liaising with all areas of the academy and external organisations;
- Supporting the organisation with technical support to the engineering department, including assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus;
- Giving technical advice to teachers, technicians and learners;

- Support with risk assessments and ensure safe systems of work are in place and adhered to;
- To assist and support for the promotion and observance of a healthy and safe working environment for the technical support service by:-
  - contributing, to the review of both health and safety procedures and information resources;
  - keeping up-to-date with current procedures and practices through continuing professional development;
  - Supporting with the provision of technical advice on health and safety issues to staff;
  - The safe storage, use and disposal of used materials, including hazardous substances and responding to actual or potential hazards;
  - Ensuring that equipment is clean and workshop area is tidy and in accordance with health and safety guidance at all times.
  - Ensuring that the workshop is clean, safe and presentable in line with industry best practice.
- To support and control of practical resources including:
  - Assist on stock control, compiling orders, liaising with suppliers and maintaining appropriate records;
- To support the engineering department on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

### **Teaching and Learning**

- Liaise with teaching staff on a regular basis and where necessary, support the delivery of the curriculum in our flexible learning bases;
- To be aware of effective teaching practices to support the delivery of the curriculum;
- To have an overview of engineering schemes of work and suggest ways in which the resources can support learning within these programmes.

### **Pastoral Duties**

- To be involved in the pastoral life of the academy, fulfilling mentoring and 'company' pastoral roles in which your status as a role model within the academy is used to raise learner aspirations and sign-post to effective personal development opportunities.

**Any other duties commensurate with the level of this post and as directed by the Executive Principal or Associate Principal.**

### Person Specification for Engineering Technician

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

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| <b>REQUIREMENTS</b><br>The post holder must be able to demonstrate:   | ESSENTIAL (E) or<br>DESIRABLE (D)<br>REQUIREMENTS |
| <b>QUALIFICATIONS</b>   |   |
| GCSE (or equivalent) grade C or above in Mathematics and Science  | D   |
| Relevant L3 STEM qualification  | D   |
| Degree or post-graduate study   | D   |
| <b>EXPERIENCE</b>   |   |
| Proven record of work/experience in a technical environment   | D   |
| Experience of the operational functioning of an engineering technician environment  | D   |
| An awareness of Health and Safety in a technical environment  | E   |
| An understanding and demonstration of barriers to learning and how to overcome this   | D   |
| Understanding of outstanding teaching, learning and assessment strategies   | D   |
| Experience of working with Gifted & Talented/SEN pupils   | D   |
| Relevant worked-based professional experience   | D   |
| Experience of working with a range of partners both in and outside the world of education   | D   |
| <b>KNOWLEDGE AND SKILLS</b>   |   |
| Excellent subject knowledge   | D   |
| Ability to create an ethos which enables all learners to achieve their potential  | E   |
| To be able to work effectively as a team  | E   |
| Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders                                  | E   |
| Excellent communication skills  | E   |
| Competence in literacy, numeracy and ICT skills   | D   |
| Knowledge and understanding of health and safety policy and relevant COVID guidelines   | D   |
| Knowledge and understanding of current curriculum developments  | D   |
| An ability to inspire learners in Y10 to Y13  | D   |
| <b>PERSONAL ATTRIBUTES</b>  |   |
| To work under pressure and meet deadlines   | E   |
| Commitment to well-organised, safety-driven practices   | E   |
| Confidentiality and discretion  | E   |
| Ability to organise, plan and prioritise  | E   |
| Flexibility and adaptability  | E   |
| A commitment to safeguarding to learners within the academy   | E   |
| Enthusiasm, optimism and energy   | E   |
| A commitment to equal opportunities and a strong belief in inclusive education practice and that learning for all students is supported | E   |

All offers are subject to clearance of references and enhanced DBS checks

## FURTHER PARTICULARS

*“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important.”*

*The late Professor Lord Bhattacharyya, Chairman, WMG*

### **The WMG Academy for Young Engineers**

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, the Trust is committed to providing a better way of learning for the Engineers of the future.

Each WMG Academy focuses on engineering, information, digital and communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire and Solihull. The WMG Academy initiates and supports the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

### **Our vision**

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and learners work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

### **The Role**

The WMG Academy is looking for an enthusiastic and empathetic person who will work in partnership with teachers to support the learning and wellbeing of individuals and small groups, in line with codes of practice and academy policies and procedures. You will assist in the promotion and development of safe and inclusive learning throughout the Academy in order to give students every opportunity to achieve their best.

The Academy believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first-rate educational environment with excellent facilities, outstanding



teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.