Job description

Job title
Business and Enterprise Technician

Hours
37.5 hours per week, 43 weeks per year

Contract
Permanent

Salary
£29,803.05

Role profile and grade
TLS22 Grade 2

Location
Openshaw, Manchester

Reports to

Lead Tutor

Job purpose

The post holder will be able to identify enterprise projects for students to complete to contribute to the development of the college's businesses such as, car wash, jet wash and laundrette.

The post holder will lead groups of students in running and developing these enterprises, contributing to the college work experience and enterprise offer.

The post holder will be expected to prepare activities and resources which will support learners to undertake enterprise and work-based learning roles within various enterprise business areas of the college.

The post holder will be expected to prepare and support the operational running of these enterprise environments, and to build genuine community links and public-facing opportunities so that students can run enterprise projects with members of the public.

The post holder will be required to manage the stock and equipment within the enterprise learning environments, complete stock checks and purchasing orders within a given budget.

The post holder will maintain effective health and safety practices within all the vocational spaces following the Trust's policies and procedures.

The post holder may be required to cover sessions – tutor and support where necessary to ensure continuity of service for the students.

Safeguarding students and vulnerable people is a priority for all employees.

The post holder will be required to work flexibly to meet the needs of the student body.

The post holder will work with the Community Officer to enhance the College offer and standing within the local community.

The post holder will link with local projects and businesses to develop our local offer.

Nature of the post

Bridge College is the Together Trust's specialist education college for students aged 16 to 25 years with disabilities, complex needs and autism. Bridge College promotes a multidisciplinary approach to learning and has expertise in supporting students with a wide range of needs.

The postholder will be based in Openshaw.

In respect of the general responsibilities as an employee of Together Trust, the post holder will be required to:

- Promote a positive image of the service and the Together Trust at all times
- Be aware of and follow the relevant policies and procedures
- Maintain confidentiality for all areas of the post
- Co-operate with all Together Trust staff in maintaining harmonious interpersonal relations
- Perform any duties as may reasonably be required by the Together Trust, or as requested by the post holder's line manager and other senior managers.

Key responsibilities

- Lead small groups of learners in the day-to-day running of the college's car wash, jet wash, laundrette and other enterprises for the purposes of work based and enterprise learning.
- Lead on the development and growth of the enterprises as genuine college businesses.
- Prepare activities which support learners to run and deliver these enterprises, including customer service, taking payments, health and safety and the safe use of equipment.
- Build and maintain community links and relationships with local residents, businesses and organisations to generate genuine public-facing enterprise opportunities, so that students gain real work experience serving members of the public.
- Actively promote and market the enterprises within the local community, working with the College Community Officer to secure new customers and opportunities.
- Ensure students are part of future enterprise and work related tasks within and outside the college, such as community car wash days, mobile enterprise events and laundry work placements.
- Oversee the safe and efficient operation of car wash, jet wash and laundrette equipment, ensuring it is properly maintained, cleaned and stored.
- Ensure students are trained and supported to safely use car washing, jet washing and laundry machinery and associated chemicals.
- Share your knowledge of running a small enterprise and answer questions from visitors and customers.
- Share basic business-related tasks and procedures, including cash handling, stock ordering, budgeting, marketing and customer service.

- Ability to work independently to ensure the car wash, jet wash and laundrette enterprise areas are well maintained and run efficiently.
- Ensure that the enterprise environments are inclusive and meet the varying needs of learners with MLD and Autism.
- Work in collaboration with Occupational Therapy and Assistive Technology to ensure enterprise spaces are inclusive and meet the needs of the learner cohort.
- Demonstrate the values and behaviours that are consistent with a positive disposition and empathic understanding of each learner so as to develop positive working relationships.
- Provide demonstrations on the use of all equipment to the learners accessing the enterprise learning environments.
- Keep records of learner engagement in practical enterprise sessions.
- Use learning support plans to better understand the barriers learners may be facing and use this information to plan for activities when facilitating a session.
- Ensure all tier 1 therapy interventions are followed and embedded within each facilitated session.
- To safeguard students and colleagues by following safeguarding policies and processes.
- To prepare enterprise learning environments prior to sessions starting, including daily checks of equipment and setting equipment up ready for use.
- To maintain effective health and safety practices within all the vocational spaces.
- To complete risk assessments which cover equipment, room layout, capacity and activity; review these in line with Bridge College quality cycles and/or if there are changes required.
- Ensure that all equipment and enterprise spaces are properly cleaned and that chemicals and other materials are appropriately stored in line with legislation.
- Maintain and repair equipment, reporting any concerns directly to the Operations Co-ordinator.
- Liaise with Lead Tutor to discuss and implement timetable, equipment requirements and work plans for the enterprise learning environments.
- Manage the stock within the enterprise learning environments, complete stock checks and purchasing orders within a given budget.
- To safeguard students and colleagues by following safeguarding policies and processes.
- To take direction from the Lead Tutor and lead the running of business enterprise elements within the vocational areas of the college, including the car wash, jet wash and laundrette.
- To liaise with stakeholders that will be involved in the running of business enterprise, such as local residents, businesses and community groups, and the College Community Officer to build links and grow the enterprise offer within the community.

Professional Communication and Commitment

- Attend meetings, staff development and other key events as required. Some may include evening and other out of hours working, including community enterprise events.
- Demonstrate skill in communicating with a range of learners, all with a wide range of physical, cognitive and communication difficulties.

- Develop knowledge and application of communication strategies including total communication and the use of technology/software to communicate with learners with a range of complex language and cognitive difficulties.
- Be a reflective practitioner and continually challenge own practice and take responsibility for own professional development.
- To participate in own supervision and appraisal and work towards objectives set through performance management processes.

Training

- To ensure all Together Trust mandatory training requirements are kept up to date.
- To comply with all Bridge College training requirements which fall outside of mandatory training needs.
- To keep up to date with educational related standards and other professional development pertaining to their role, including developments in enterprise and business practice.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion

Additional information

This Job Description is not exhaustive, and the post holder may be required to undertake other appropriate duties and responsibilities as required.

Together Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All staff and volunteers must be responsible and accountable for their safeguarding practice and proactive in identifying and reporting safeguarding concerns.

Person specification

You will need to demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application of how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications and training	• **Level 3/4 qualification in a related vocational or business area** • **Level 3 award in Education and Learning** • **Level 2 or higher English and maths** • **Commitment to and evidence of Continual Professional Development**	• **Degree, HND or foundation degree in business, enterprise or a related field** • **Level 4 award in Education and Learning or another relevant teaching based qualification related to the role** • **Specialised qualification(s) in learning disabilities and/or autism** • **Training in working with students with learning disabilities/autism**

		• Experience of use of Makaton or other forms of sign language • Qualification or training in small business or enterprise management
Experience	• Experience of working within an education setting to deliver support or facilitate groups of young people with additional needs • Experience of running vocational learning environments to facilitate work based learning • Experience of planning, organising and facilitating activities for young people with learning difficulties and Autism • Experience of working as part of a multidisciplinary team • Experience of organising projects with given budgets and providing regular expenditure reviews to the management team • Experience of running or supporting a small enterprise, retail or customer-facing service business	• Experience of further and specialist education quality systems • Experience of developing new business or enterprise ideas and promoting these • Experience of building community or external business partnerships • Experience of car valeting, vehicle cleaning or laundry service environments
Knowledge and understanding	• Knowledge of health and safety legislation and risk assessment process • Knowledge of COSHH, the prevention of harm linked to hazardous substances (such as car wash and laundry chemicals) and how to organise and maintain this within learning environments to keep everyone safe • Knowledge and understanding of how to keep records of learner achievement and follow internal tracking processes • Knowledge and understanding of running a small enterprise, including cash handling, stock control, budgeting, marketing and customer service • Knowledge of the safe use and maintenance of car wash, jet wash and laundry machinery	• Knowledge of TEACCH, SCIPr and Intensive Interaction Practices • Knowledge of local business networks and how to build community partnerships
Other	• Ability to commit to occasional evening meetings, value added recreational and residential activities, parents evenings and	• Willingness to work occasional weekends to support community enterprise events

	open evenings which may be outside normal college hours • Ability to commit to being present if required to take delivery of orders and stock linked to vocational areas • Full and clean driving licence, including business use insurance on own vehicle, to support community-facing enterprise activity	
Skills	• Capacity to adapt to changes within role and in changes of student cohort • Ability to be flexible and adapt ideas and practice to differing vocational learning environments • Positive attitude to trying new approaches • Ability to identify, clarify, prioritise and solve problems as they arise • Excellent communication, literacy and numeracy skills • Ability to work under pressure and meet deadlines • High levels of personal resilience • A commitment to the ethos, policies and practices of Bridge College and Together Trust • A strong commitment to working cooperatively with a multidisciplinary team • Ability to use IT well, confident and has a 'can do' attitude when it comes to learning new skills • Ability to meet the challenges of working with young people whose needs are complex • Full commitment to continuous professional development • Ability to work with outside agencies to promote the college and our students and help gain meaningful work experience or employment where possible • Work to develop links within the trust to take on work experience opportunities • Ability to build confident, professional relationships with members of the public and local businesses	• Ability to work with our Community officer to build relationships and contacts locally.

	• **An entrepreneurial mindset, with the ability to identify and develop new enterprise opportunities**	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.