



City and Islington College Job Description and Person Specification

Post:	Optics Operational Officer
Contract:	Fixed Term
Hours:	35hrs
Reporting to:	Curriculum Manager
Responsible for:	n/a
Grade:	24-26
Salary:	£ 30,668 - 32,509

Key Purpose

To provide technical and operational support for the Optics department.

Main Duties and Responsibilities

In addition to the duties laid down by CIC conditions of service, the post holder will:

- Produce high quality course documentation and maintain student records according to the College policies.
- To maintain and restock equipment essential to the running of the optics curriculum and support the resourcing of the department in line with changes within the sector.
- Preparing apparatus, materials and setting up equipment and apparatus for practical classes, practical assessments, and individual investigations. Setting up and carrying out demonstrations. Retrieving and clearing up apparatus and laboratories etc.
- General maintenance (including cleaning) of apparatus and equipment and maintenance of laboratory services and facilities.
- Responsible for the safe storage and maintenance of stores in accordance with current legislations. Advising the deputy chief science technician accordingly.
- To assist tutors and students in laboratories when required, including giving advice and assistance to students and staff on apparatus use, care and techniques.
- To teach up to 4 hours per week as required by the optics department.
- Co-ordination of all aspects of the assessment process including quality assurance of examination papers, prior to be sent to the External Moderators, implementation of examinations and recording of assessment results.
- Collate, track, and send Core Competency tracking sheets to ABDO accurately and in a timely manner.
- Liaising with the Internal Examiners and External Moderators to ensure that all quality assurance expectations are fulfilled.

- Liaising with ABDO, the GOC and other stakeholders with respect to curriculum/student matters develop and maintaining links with the Optical Manufacturing Industry and employers/
- Actively market the course to grow student numbers and affiliating training practices, which can include attending various related shows and exhibitions.
- Assist with recruitment, initial assessment interview and selection of candidates on the Optics course(s).

Expectations of the Post Holder

Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work

- Be a registered member of ABDO and the GOC
- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults.
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

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Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	1. Qualified Dispensing Optician, or experienced Optical Technician preferably with SMC Tech qualification	X	
	2. Registered member of ABDO and GOC		
Knowledge / Experience	1. Knowledge of the Ophthalmic Dispensing syllabus	X	
	2. An understanding of the assessment process	X	
	3. Knowledge of Optical instruments, equipment, and consumables	X	
	4. Understanding of and commitment to the Colleges' Equal Opportunities Policy	X	
Skills / Abilities	1. Ability to schedule own work to meet the needs of the post	X	
	2. Ability to maintain records and systems, and be familiar with MS office suite	X	
	3. Ability to communicate effectively with a wide range of people	X	

Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

Please return by post to: HR Department, 383 Holloway Road, London. N7 0RN or email to: HRHelpdesk@capitalccg.uk