

Post Title:	Instructor in Engineering (105 teaching hours)
Place of Work:	The role is based at the Gravesend campus, but the nature of the work will require travel to any of the College sites as required.
Hours of Work:	37 hours per week (Monday to Friday) / 52 weeks per annum
Salary:	Spine Points 23 (£26,676) to 24 (£27,474)
Accountable to:	Head of Curriculum (Engineering) / Assistant Principal (Curriculum)
Responsible for:	Providing demonstration, assessment of learners and practical instruction in Engineering workshops and associated teaching facilities. Assisting in the maintenance and organisation of the practical resources used on the programmes. Providing technical assistance to the wider Engineering department when required.

Duties, Responsibilities and Accountabilities:

- Demonstrate and give practical instruction and supervision to full time, part time and short course learners/trainees as appropriate and assist in the creation of an environment conducive to learners' achievement. This will form a significant part of this role.
- Provide technical assistance to Engineering staff. This may include assisting in the delivery, promotion and development of courses and events.
- Carry out learner assessments as required, coaching and guidance of learners and assist in their future career development.
- Support the preparation and maintenance of the practical facilities used by the department and manage the organisation of the equipment, stores and machinery where appropriate to maximise the efficiency and effectiveness of the delivery.
- Maintain the appropriate training and assessment records of learners with the assistance of the Engineering staff.
- Participate with other staff in the effective monitoring of learners' performance, welfare and discipline throughout their programme.
- Ensure that Health and Safety policies and regulations for the practical and technical facilities, workshops, machinery and other physical resources are adhered to by staff and clients of the College.
- Liaise with appropriate College staff as necessary to ensure the effective use of College resources to achieve its mission and to ensure the smooth and effective running of the College.
- Meet College IT standards specific for the role.
- Undertake First Aid at Work Training and act as First Aider in the Engineering Curriculum Area
- Undertake such other duties as may be required by management.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a "can do" attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY <i>(Application, Task, Interview)</i>
(1) Qualifications:			
Hold a relevant qualification at a minimum of Level 2 in Engineering.	√		Application
Hold an A1 Assessors award or equivalent.		√	Application
(2) Knowledge to include:			
An understanding of learner needs and an ability to offer practical advice and support in a learning environment.	√		Application / Interview
(3) Experience to include:			
Experience of working in a Construction / Engineering environment.	√		Application / Interview
Instruction and Assessment experience ideally in FE or other training environments.		√	Application / Interview
(4) Skills and Attributes to include:			
An ability to identify and implement improvements in existing systems and practice.		√	Application / Interview
Ability to use a range of information technology systems.	√		Application / Task / Interview
An ability to work independently and with initiative, but also to network and liaise well with other colleagues within and outside of the organisation.	√		Application / Interview
A confident and friendly manner, excellent interpersonal skills and an ability to communicate with a wide range of people.	√		Application / Interview
A flexible, adaptable and enthusiastic approach to work.	√		Application / Interview
An ability to engage with and promote learner voice in relation to use of the facility.		√	Application / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the People Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the People Department.

Sign: _____

Print: _____

Date: _____