

## **Job Profile**

<b>Post:</b>	Engineering – Industrial Skills Trainer
<b>Grade:</b>	£20,464 - £25,760 (pro rata for 43 weeks)
<b>Responsible to:</b>	Engineering Curriculum Director
<b>Responsible for:</b>	n/a
<b>Starting:</b>	As soon as possible

## **JOB PURPOSE**

To support and deliver engineering skills training within the UTC.

## **MAIN DUTIES**

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Work effectively to support the Curriculum Director for Engineering to design and deliver direct training to Awarding Body standards.

Operate and deliver skills training utilising specialist equipment which includes; manual lathes and milling machines, educational Denford CNC machines, welding and heat bays, electronics and prototyping machining.

Operate machinery and support skills training utilising specialist control.

Prepare equipment and materials to assist the team, including handouts, required for practicals and demonstrations.

Assist learners and teaching staff with control workshop practicals and demonstrations.

Run small group training events for students for example competition skills team additional training.

## **GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal.
- Participate in the UTC's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.

## Industrial Skills Trainer – Engineering

<b>PERSON SPECIFICATION</b>	<b>Essential/ Desirable E/D</b>
<b>Education/Training/Qualification</b>	
• English Language and Maths to level 2	E
• Relevant professional qualification	E
• First Aid at Work qualification or willingness to gain	D
• Qualified Assessor and Verifier or willingness to gain	D
<b>Experience</b>	
• Competence in the use of workshop equipment such as manual lathes and milling machines	D
• Competence with other equipment such as welding and heat bays, electronics and control equipment	D
• Willingness to continue to actively seek out and undertake relevant training	E
• Awareness of Health and Safety issues and experience of operating within statutory and UTC procedures	E
• Able to disseminate information to teaching colleagues	E
• Industry/educational based practical experience	D
<b>Skills – Disposition</b>	
• High level interpersonal skills	E
• A good communicator	E
• Ability to work as a member of a team	E
• Capable of working on own initiative	E
<b>Working Arrangements and Personal Availability</b>	
• Flexible	E
• Responsive	E
• Self-motivated	E
<b>Other Requirements</b>	
• Able to work up to 2 evenings per week	E
• Demonstrate a clear understanding of issues in relation to safeguarding children and vulnerable adults	E
• Demonstrate a clear understanding of equality of opportunity and diversity issues	E