

Job Description: Aeronautical Technician/CAA Instructor (Work Based Tutor)

Title:	Aeronautical Technician/CAA Instructor
Grade:	Work Based Tutor (29-37)
Activity:	Regulated
Contact Hours:	Annual maximum: 865-1080 hours, weekly maximum; 30
Responsible to:	Head of Faculty

Job Purpose:

To provide an outstanding learner experience through effective resource management, technical support and delivery of teaching, assessment to aeronautical students.

Main Responsibilities:

1. To provide a workshop environment that enables and provides the best possible learning experience
2. Maintain, coordinate and provide technical support
3. Provide Teaching, Training, Learning and Assessment

1. Teaching and support

- 1.1 Provide training and support in the classroom or workshop or other work environments
- 1.2 To coordinate the use of specialist associated equipment and facilities.
- 1.3 To support staff with responsibility for curriculum related to the specialist areas.
- 1.4 To support pre-production and post production work related to the curriculum areas.
- 1.5 To undertake appropriate training and act as a Health and Safety representative for all facilities and equipment in your areas.
- 1.6 Provide Health and Safety talks and training to staff and learners as required in your areas.

2. Maintain, coordinate and provide technical support

- 2.1 Maintain all specialist environments in a safe and tidy condition

- 2.2 Clean and maintain the equipment in your specialist areas.
- 2.3 To prepare materials and equipment for use in your curriculum areas.
- 2.4 Maintain inventories of equipment and supplies, including a yearly stock check.
- 2.5 Arranging for reordering of stock to agreed levels to maintain the continuity of practical teaching

3. Teaching, Learning and Assessment

- 3.1 Participate in the interviewing, enrolment/activation and induction of learners.
- 3.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
- 3.3 Prepare schemes of work, lesson assessment & IV plans.
- 3.4 Coordinate and prepare for EV visits, IQA and end point assessments.
- 3.5 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 3.6 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 3.7 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 3.8 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 3.9 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 3.10 Participate in appropriate quality assurance procedures.
- 3.11 Prepare learners for a range of accreditation and assessments.
- 3.12 Maintain accurate and detailed student records including the writing of reports and references.
- 3.13 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 3.14 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 3.15 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 3.16 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

4. Additional Duties

- 4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of learners.
- 4.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 4.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Person Specification – Aeronautical Technician/CAA Instructor

Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	Recent teaching and/or experience within the aeronautical sector	✓	✓
Skills and Abilities	Essential:		
	Excellent verbal and written communication skills	✓	✓
	Excellent time management skills	✓	✓
	Ability to prioritise work and meet deadlines	✓	✓
	Ability to motivate and inspire learners	✓	✓
	Driving licence held for 2 years with no more than 6 points	✓	
	Ability to record and report on progress towards complex data sets	✓	✓
	IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point)	✓	
	Desirable:		
	Ability to lead a team effectively	✓	✓
Qualifications	Essential:		
	Qualified Aeronautical Engineering to B Licence standard.	✓	
	Commitment to achieve Cert Ed within 3 academic years of joining the College.	✓	
	Willingness to work towards and achieve CAVA (A1 and V1 or equivalent)	✓	
	GCSE English & Maths at Grade C or 4 and above or equivalent	✓	
	Desirable:		
	Teaching qualification (DTLLS/ Cert Ed / PGCE)	✓	
	CAVA (A1 or V1 or equivalent)	✓	

Personal Qualities	<u>Essential:</u>		
	Willing to share good practice with a positive outlook	✓	✓
	Ability to work effectively in a team and on own initiative with limited supervision	✓	✓
	Willingness to undertake further training if necessary	✓	✓
Mandatory Requirements	<u>Essential:</u>		
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults enrolled at College		✓
	Commitment to equal opportunities		✓