

JOB DESCRIPTION

POST TITLE	:	Workshop Trainer – Electrical Installation
SCALE	:	Support
SALARY	:	Up to £30,340
RESPONSIBLE TO	:	Head of Construction
CLOSING DATE	:	12.00pm, Friday 11 September 2026
INTERVIEW	:	Monday 21 September 2026

Main Purpose of the Post

To recruit, train, assess and review learners, supporting them through their qualifications. Liaison on progress will be undertaken with both the employer and appropriate College staff.

Responsibilities

- 1 Contribute to the recruitment and enrolment of learners.
- 2 To deliver underpinning knowledge/training sessions to learners when and where required in the workshop.
- 3 To prepare appropriate learning and assessment materials and undertake assessments in the workshop.
- 4 Maintain high quality records and provide timely information and feedback to relevant parties.
- 5 To keep up to date with current development relating to vocational qualifications, internal and external verification requirements.
- 6 To facilitate functional skills opportunities where required.
- 7 To contribute fully, including regular attendance, to College and Divisional teams, including sharing best practice and being involved in developing the Curriculum.
- 8 To assure full compliance within the Division and more broadly across the College with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 9 To undertake invigilation duties from time to time
- 10 To carry out such other duties as the Principal may reasonably require.



HOURS:

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Workshop Trainer – Electrical Installation

DIVISION: Construction

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	An appropriate Level 3 or 4 qualification in relevant vocational area	E	Application form
2	Possess or be willing to work towards an appropriate Health & Safety qualification if required	E	Application form/ Interview
3	Possess or be willing to work towards an appropriate Assessor qualification within a specified timescale	E	Application form/ Interview
4	An appropriate Verifier qualification such as D34/V1 or prepared to gain within 12 months	D	Application form/ Interview
<u>KNOWLEDGE</u>			
1	Knowledge of Electrical Installation Qualifications	E	Application form/ Interview
2	Experience/Knowledge of Engineering areas such as: • Electrical installation principles, practices and current industry standards • Electrical inspection, testing and fault finding procedures • IET Wiring Regulations (BS 7671) • Knowledge of practical assessment methods and evidence collection • Effective workshop management and maintaining a safe learning environment	E	Application form/ Interview
3	Computer literate and proficient in using software applications	E	Application form/ Interview
4	Knowledge of assessment procedures in in work based learning	D	Application form/
5	Awareness of Safeguarding Legislation	E	Application form/ Interview

EXPERIENCE

1	Experience of undertaking assessment as part of awarding organisation requirements e.g. EAL	D	Application form/ Interview
2	Experience of planning and delivering training in the workplace/classroom/workshop	D	Application form/ Interview
3	Experience of working within occupational area of Electrical Installation	E	Application form/ Interview
4	Experience of contributing to the co-ordination of EV visits assessor and verifier qualifications	D	Application form/ Interview

PERSONAL

1	Excellent communication skills	E	Interview
2	Good team working skills and commitment to team working	E	Interview
3	A commitment to ongoing professional	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	Commitment to the delivery of excellent support to our students	E	Interview
3	Enthusiasm for the role of further education in building futures and changing lives	E	Application form/ Interview
4	The College is committed to safeguarding And expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
5	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Single Equality Act 2010, the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*

