

Loughborough College Job Description

1. Job Details

| | |
|----------------------|---|
| Job Title: | Instructor Trainer Apprenticeships – Laboratory Technician |
| Competency Level: | Curriculum Support 3 |
| Reporting To: | Deputy Head Apprenticeships |
| Department: | Apprenticeship Team |
| Annual Salary (FTE): | £23,509 - £25,404 per annum |
| Date: | August 2017 |

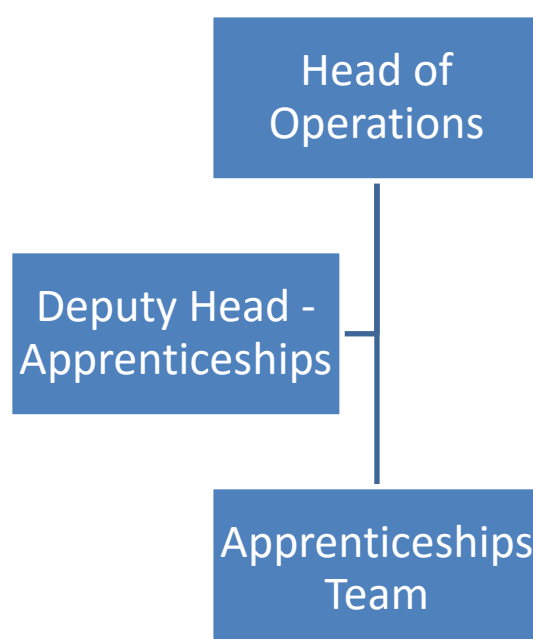
2. Job Purpose

To support apprentices to achieve their framework of qualifications through the delivery of inspiring teaching, learning and assessment.

3. Dimensions

Not applicable.

4. Organisation chart



Key Responsibilities

- To prepare lesson and assessment plans, materials and resources for individual sessions utilising a range of media
- To deliver high quality learning experiences
- To assess apprentices ensuring that practical and written work is assessed in line with awarding organisation and college requirements
- To ensure that apprenticeships are completed within the agreed timescales to satisfy Awarding Organisation criteria
- To participate in moderation processes and internal verification and support assessment practices
- To hold progress reviews with students in line with framework requirements
- To comply with best practice administrative and quality assurance systems
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management

5. Key Result Areas

| Action | Result |
|---|---|
| Plan, prepare, deliver, and assess effective learning programmes | To ensure appropriate support is in place for apprentices to achieve |
| Apply effective differentiation and stretch and challenge techniques | To ensure all apprentices achieve to the best of their ability |
| Monitor overall progress and disseminate with key staff | To ensure apprentices are on track for timely achievement |
| Assess apprentices and give high quality feedback | To ensure apprentices can meet their targets and progress |
| To participate in moderation and internal verification | To ensure Awarding Organisation criteria are met and academic standards maintained |
| To support quality assurance and quality improvement | To ensure Awarding Organisation requirements and College KPIs are met |
| Participate in staff development opportunities and mandatory training | To ensure teaching and learning is up to date and maintained to the highest standards |

6. Key Working Relationships and Communications

Internal: Deputy Head Apprenticeships, Co-ordinator, Internal Quality Assurer

External: Awarding Bodies, External Quality Assurer

7. Scope for Impact

Not applicable

8. Competency profile

| Competency | Descriptor | Competency | Descriptor |
|--|---|--|---|
| Accountable - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i> | Takes ownership for own development, supports that of others and develops beyond own role. Works efficiently; makes best use of the College's resources. Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. | Entrepreneurial - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i> | Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. You respond enthusiastically to ideas from individuals or teams and provide constructive feedback. You understand how your tasks fit into achieving the College's outcomes. |
| Agile - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i> | Supports change and supports colleagues in adapting to change. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way. | Inspiring - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i> | Brings leadership qualities to supervisory skills; inspires others to be their best. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs. You include people in deciding actions and processes so that they feel personally connected to the accomplishment of goals. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws. |
| Engaging - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i> | Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with accuracy; enables mutual understanding; confident presenter. You recognise others' strengths and weaknesses; you support them where there are shortcomings, and leverage their strengths so that your team achieves desired outcomes. | Integrity - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i> | Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Own work consistently contributes to the strategic aims of the College. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively. |

9. Knowledge, Skills and Experience (Person Specification)

| QUALIFICATIONS | | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|--------------------|---|-----------|-----------|--------------------------------|
| 1. | Possess relevant vocational and science qualifications at level 3 or above | ✓ | | Application form |
| 2. | Possess at least a level 3 teaching and TAQA or equivalent assessing qualification, or willingness to work towards this | | ✓ | Application form/ interview |
| 3. | Good standard of literacy and numeracy. At least GCSE passes grades A-C in English Language and Maths or equivalent | ✓ | | Application form |
| EXPERIENCE | | | | |
| 4. | Experience of working as a laboratory technician | ✓ | | Application form/ Interview |
| 5. | Experience of delivering sessions to groups and undertaking work based assessments | ✓ | | Interview |
| 6. | Experience of supporting and managing diverse groups of students | ✓ | | Application form/ Interview |
| 7. | Proven experience of motivating students to achieve excellent results | ✓ | | Application form/ Interview |
| 8. | Experience contextualising and embedding learning to meet specific learning needs | ✓ | | Interview |
| 9. | Evidence of effective use of ICT/ILT in all aspects of work | ✓ | | Interview |
| 10. | Experience of collaborating with colleagues from other subject areas | ✓ | | Interview |
| SKILLS & KNOWLEDGE | | | | |
| 11. | Excellent teaching and learning skills | ✓ | | Interview |
| 12. | Experience of active learning and assessment methods | ✓ | | Interview |
| 13. | Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a vocational context | ✓ | | Application form/ Interview |
| 14. | Work flexibly and to deadlines | ✓ | | Interview |
| 15. | Excellent planning, administration and organisational skills | ✓ | | Application form/ Interview |
| 16. | Communicate effectively to a diverse range of stakeholders at all levels | ✓ | | Interview |
| 17. | Work independently and as a part of a cross-curricular team | ✓ | | Interview |
| 18. | Provide clear feedback to students and key staff | ✓ | | Interview |
| 19. | Possess a vocational background knowledge and an ability to engage with vocational content | | ✓ | Application form/ Interview |

| BEHAVIOURS | | | | |
|-------------------|--|---|--|-----------------|
| 20. | Work effectively with colleagues as part of team | ✓ | | Interview |
| 21. | Motivate and relate with students from a range of different cultural backgrounds | ✓ | | Interview/ Task |
| 22. | Comply with professional standards at work | ✓ | | Interview |
| 23. | Show commitment to the improvement and maintenance of standards | ✓ | | Interview |
| 24. | Promote the College's equal opportunities policy and practices | ✓ | | Interview |
| 25. | Ensure the safeguarding of students | ✓ | | Interview |

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in August 2017 and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

| | | | |
|-----------------------------|--|-------------|--|
| Job Holder Signature | | Date | |
| Manager Signature | | Date | |