

**Job Title: Instructor grade 1 – Construction Carpentry**

**Directorate: Learning**

**Faculty: Construction**

# Reporting To: Head of Department – Construction Crafts

**Date JD produced/revised: August 2018**

**Post Reference number: SMT 1718648**

**The primary purpose of this job role is to;**

1: Provide technical support for the construction workshops

2: Prepare and set up equipment and materials for practical sessions and demonstrations

2: Provide instruction to learners to aid their aquasition of practical trade skills

**The primary duties, tasks and responsibilities of this job role are to;**

**Technical Support**

1. Prepare materials for use in the workshops as directed by the line manager, to meet the needs of both the teaching staff and students in practical lessons.
2. Maintain and operate hand and power tools as required.
3. Order materials, accept deliveries and maintain clear and accurate records, ensuring stock levels are adequate at all times.
4. Liaise with the Head of Department and other staff to ensure the smooth operation of workshop activities.
5. Assist with other preparation and provide support for courses in both workshops and classrooms as directed
6. Ensure workshops and associated areas meet all health and safety requirements by carrying out regular checks, maintenance, and updating risk assessments

**Learning**

1. Provide training and instruction to the learners to ensure they are developing the required skills
2. Organise assessment opportunities in line with the relevant awarding body requirements to promote achievement.
3. Maintain and complete assessment records
4. Liaise with colleagues to provide feedback and reports on learner progress.

**General**

1. Work collaboratively with internal and external colleagues as required on College initiatives.
2. Assist with visits and external events e.g. student skill competitions.
3. Assist in recruitment of learners and participate in College Open Days and special events.
4. Attend Faculty, team and cross college meetings as appropriate.
5. Maintain compliance with all College planning and quality processes and procedures.
6. Follow safe working practices and appropriate Health & Safety and Safeguarding legislation at all times.
7. Actively advance equality of opportunity and foster good relations within the College community and adhere to College Equality and Diversity policies, procedures and practices.
8. Undertake such other duties as may be reasonably required, commensurate with the level of responsibilities and duties of this post.

**Special conditions or working arrangements applicable to this role are;**

Cambridge Regional College is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers and employees to share this commitment.

All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS).

Please note that this job description is current as at the date shown above. In consultation with you it is liable to change to reflect changes in the job.

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| **Terms and Conditions** | **Details** |
| **Salary Scale** | Instructor 1 scale |
| **Salary: (to be pro rated if part-time)** | £21,896 - £23,163 p.a.(pro rata) |
| **Superannuation Scheme:** | Local Government Pension Scheme |
| **Number of hours to be worked per week** | Full Time |
| **Full year or term time only contract** | Full year |
| **Contract type** | APT&C – Permanent |
| **Annual Leave Entitlement** | 27 days per annum (pro-rata) |

**EMPLOYEE PROFILE**

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| ATTRIBUTES | **ESSENTIAL**  **ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE** | **DESIRABLE** | **ASSESSMENT METHOD**  **e.g., application form, interview, tests** |
| **Qualifications** | NVQ level 2 or equivalent in Site Carpentry  Role would suit a Multiskill tradesperson. | Assessor award  Qualified to minimum GCSE grade C standard in English and Maths | Application form  Certificates |
| **Related**  **Experience** | Recent and relevant experience within construction area or a similar Technical/Instructor role | Training of others in the workplace | Application form  Interview |
| **Special**  **Circumstances** | The ability to work with learners and staff at all levels  Training, supervising and assessing may occur on two evenings per week and at weekends.  Attendance at marketing, recruitment and other Faculty events during evenings or weekends |  | Interview |
| **Knowledge, skills and abilities** | The ability to offer a high quality service to public in College.  Good interpersonal, communication and administrative skills  Current Health & Safety knowledge for the Industry  Up to date CPD demonstrating relevant skills for the role and commitment to maintaining these.  Ability to cultivate good working relationships with colleagues  Ability to plan and organise | Experience of using Word, Excel, Outlook etc  A working knowledge of relevant vocational qualifications | Interview |
| **Disposition and approach** | Flexible, responsive, responsible, creative and resourceful.  Ability to work as part of a team and individually on own initiative  Ability to motivate learners of all ages and levels.  Enthusiastic and a positive approach to change  Commitment to promoting and safeguarding the welfare of children and vulnerable Adults.  Commitment to equality & diversity |  | Interview  References |