
TITLE: Instructor in Electrical Installations

GRADE: NCC Support Scale 5

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To teach and assess practical learning on a range of courses, which include 14-19 and adult learners. Courses range from entry level to level 3, including college-based qualifications and apprenticeships.
- To work effectively as a member of the team, liaising with Senior Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To ensure that data is handled in line with the General Data Protection Regulations.

2. Particular to the Post:

- 2.1 To be involved with the planning and execution of practical workshop sessions with Electrical students.
- 2.2 Instruct students in the use of equipment and machinery/software as appropriate and as directed.
- 2.3 Supervise students' learning activity within a classroom, workshop and laboratory.
- 2.4 Manage pupil behaviour in the classroom/workshop.
- 2.5 Demonstrate techniques and practical skills to students.
- 2.6 Undertake student assessment and monitor student progress using appropriate workbooks and record outcomes on the student EILP.
- 2.7 Prepare materials, equipment and apparatus to meet course requirements and for demonstrations, practical work and examination requirements.
- 2.8 Install, check and implement new equipment and resources and ensure correct operation where they are related to delivery of the curriculum.
- 2.9 To contribute to cross college support and training for staff, including open days, enrolment periods and parents/carers' evenings;

3. Person Specification:

- 3.1 Possession of an appropriate trade qualification.
- 3.2 Possession of an English and mathematics or similar qualification at GCSE grade 4+ or equivalent or be willing to undertake teacher training as part of the role.
- 3.3 Understanding and experience of supporting learners with a range of additional support needs, learning difficulties and/or disabilities in further education (FE) or secondary education and the post-16 curriculum.
- 3.4 Experience of supporting learners 16-18 and adults.
- 3.5 Experience of assessing learners and tracking performance.
- 3.6 Evidence of the ability to prepare relevant materials and resources including the use of assistive technology.
- 3.7 An understanding of inclusive learning and the opportunities presented in a flexible learning environment.
- 3.8 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues.

- 3.9 An understanding of, and commitment to, equal opportunities policies and practical ideas for their implementation in this post.
- 3.10 To have full understanding of all relevant and up to date legislation including the Equality Act 2010, SEND Code of Practice and Education, Health and Care Plans (EHCPs);

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.