

Job Description

Job Title	INSTRUCTOR TECHNICIAN IN ELECTRICAL
Salary Range	Support Scale, Fixed Point 23 £24,640 per annum
Programme Area	Energy, Engineering & Construction
Hours per Week	37
Terms of Employment	Permanent Full year Support Contract
Annual Leave Entitlement	28* Days + Bank Holiday entitlement and College Closure Days
Responsible to	Programme Area Manager

*2 days to be taken on identified dates during the Christmas closure period as notified on the College Calendar

*Annual leave must be taken in non-term-time periods

Job Purpose:

- To provide technical support, equipment and workshop maintenance in Electrical to maintain a safe environment which is ready to support learning activities.
- To support learning through the delivery of practical sessions focussed on the consolidation and assessment of technical skills.
- To maintain workshops to a high industry standard and comply with HSE and College Health & Safety policy and procedures.

Key Tasks / Responsibilities:

1. Take full responsibility for workshops in own area, supervising at all times to enable open workshop availability for learners on directed study outside timetabled classes.
2. Assist in the supervision/instruction of trainees working in the workshops, including covering practical sessions and instructing high quality learning experiences for learners to develop their technical skills in line with the Scheme of Learning prepared by the tutor.
3. Have knowledge of, understand and implement all regulations controlling health and safety in the Electrical industry acting as a suitable role model for high standards of legal compliance, ensuring that all the relevant legislation and the College's own health and safety requirements are adhered to by learners and staff at all times.
4. To have nominated responsibility for the supervision and maintenance of specified areas including the preparation of workshops and classrooms for use by staff and students.
5. Provide support to staff and students in workshops and classrooms as required and provide learning materials as appropriate.
6. Prepare materials and equipment and machinery for use by staff and students in workshops and classrooms including teaching aids and visual aids, where appropriate.
7. Complete formal equipment checks and risk assessments including any records to maintain equipment to a safe standard, undertaking minor repairs and refurbishment of equipment in line with Operational Safety Group practice.

8. To issue consumables and resources to staff and students in accordance with departmental policy and practices.
9. Maintain an efficient stock control system, including ordering and receipting of stock, ensuring adequate supplies of consumables and materials are available for use by staff and students and accurate financial records are maintained.
10. Undertake rigorous general maintenance and housekeeping of workshops, classrooms and storerooms to a high standard, including systematic in-depth cleaning and maintenance during non term-time periods. Ensure equipment and system checks are properly recorded for audit.
11. Provide a high quality, professional image and environment as directed by the Programme Area Manager Energy, Engineering & Construction, always striving to achieve consistently high quality technical and practical support.
12. If and when qualified, depending on the needs of the department, be prepared to undertake formal assessments of students' competencies in workshop tasks, and/or Internal Verification of formal assessment.
13. Provide support in other areas of the college when required, including working with the Estates team during non-term-time periods on site maintenance and refurbishment projects.
14. Others duties commensurate with the grade of post as required.

College Responsibilities:

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

Person Specification

Attributes	Essential	Desirable	Measured by
Experience	<ul style="list-style-type: none"> • Significant industrial experience in Electrical installations and within the general construction industry • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of working as a technician in an education environment or similar • Operation of Fork Lift vehicles • Demonstration of relevant practical skills within a learning environment or with apprentices in the workplace 	Application form and interview
Qualifications	<ul style="list-style-type: none"> • Level 2/3 NVQ qualification in Electrical Installations • GCSE Grade 4/C or above in Maths and English or equivalent Level 2 qualification* • Basic in-house teaching/instructing course or qualification as required (or within agreed timeframe) • First Aid qualification (or within agreed timeframe) 	<ul style="list-style-type: none"> • A current Fork Lift licence • Relevant Health & Safety qualification • Levels 3 & 4 Training Assessment and Quality Assurance Award (or within agreed timeframe) 	Application form and certificates
Skills / Abilities	<ul style="list-style-type: none"> • High standard of electrical skills • Team player with good interpersonal and communication skills • Computer literate. • Able to use to a professional standard a wide range of specific Carpentry and Joinery tools and timber preparation machinery • Able to set up and change blades and tooling on machinery • Adherence to health & safety responsibilities and standards in a workshop environment • Ability to maintain and clean machinery and operate a tidy workplace at all times • Ability to act as a professional role model to young people as they prepare for work 	<ul style="list-style-type: none"> • Skills in other allied trade areas 	Application form and interview
Personal	<ul style="list-style-type: none"> • Suitable to work with young people and vulnerable adults • An understanding of the needs of students with learning difficulties or disabilities • A positive and flexible approach 	<ul style="list-style-type: none"> • A current driving licence 	Presentation and interview

* You will be required to undertake a Literacy and/or Numeracy assessment at, or immediately after interview, if you do not have these qualifications or cannot provide the relevant certificates



Our Values



Collaborative

Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



Inclusive

Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



Aspirational

Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve