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| **Instructor in Jewellery** |

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| **Reporting to:** | Curriculum Manager Engineering |
| **Working Hours:** | Full time (37 hours per week) |
| **Salary:** | Bank Staff  Up to £15.77 per hour (Spine Point 19) |

**Job Purpose**

In liaison with colleagues provide technician support to the blacksmithing area by maintaining all equipment to a high and safe standard in order to support the provision of high quality teaching and learning. To also instruct and assess students in a range of practical tasks relating to blacksmithing and workshop related operations.

**Duties and Responsibilities of the Job**

1. **Teaching, Learning and Assessment**

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| 1. Instruct students in a range of blacksmithing and metalworking activities along with workshop-related operations as directed by Curriculum Manager responsible for blacksmithing and in line with programme timetables. |
| 1. Carry out assessments as directed, maintain assessment records and provide feedback to students, including termly reports for all groups taught. |
| 1. Maintain registers for all classes taught, reporting absences to the appropriate programme tutor and contribute to schemes of work, records of work and assessment programmes. |
| 1. Participate as a member of the metalsmithing team in supporting the delivery of full and part-time programmes, attending meetings as required. |

1. **Quality Improvement**

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| 1. Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements. |
| 1. Support students to participate in student forums and surveys and collate programme(s) ‘student voice’ feedback to support action planning for continuous improvement. |
| 1. Ensure and maintain standards and quality by engaging with and using the college quality systems. |
| 1. Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD). |
| 1. Support the tutors with ensuring teaching and related files are complete and up to date. |
| 1. Support the tutors with awarding organisation external quality processes with guidance from the Curriculum Manager/Head of Faculty. |
| 1. Contribute to the Programme Team Review, including a Quality Improvement Plan for the programme(s) allocated. |
| 1. Contribute to the programme development by providing subject specialist information. |

1. **Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience. |
| 1. Complete all mandatory training as required in line with college expectations. |

1. **Other Responsibilities and Duties**

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| 1. Adhere to the College safety policy, carry out risk assessments to ensure appropriate safety standards are maintained, particularly during practical activities and adherence to the use of PPE. |
| 1. Participate and contribute to activities involving the recruitment and selection of students and marketing and promotional activities on behalf of the College. |
| 1. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events. |
| 1. Contribute to, and support delivery of the college strategic plan. |
| 1. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics. |
| 1. Ensure all safeguarding policies and procedures are followed. |
| 1. Any other duties connected with the post as are reasonably required from time to time. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

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| **Essential criteria for the post** |
| Hold at least a level 3 vocational related qualification. |
| Hold a relevant teaching qualification for level of programme/course or be willing to gain a relevant formal qualification. |
| Level 2 or higher qualifications in both English and maths or be willing to gain a relevant formal qualification. |
| Sector / industry experience and/or evidence of specialist subject knowledge in key areas. |
| Demonstrate a strong desire to work collaboratively as part of a high performing team. |
| Ability to use software packages on PC and or Laptops. |
| Skills and experience in problem solving and a flexible and adaptable approach. |
| Adaptable and flexible approach to change. |
| **Desirable criteria** |
| Experience of teaching and learning. |

**CONDITIONS OF EMPLOYMENT**

**Teaching**

This is an instructor post which will have a designated teaching load. For new entrants into the position a phased approach will be adopted to support the tutor into this role. This will include shadowing with a designated mentor with support from the TLA team.

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Teachers’ Pension Scheme / Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.