



Trainee Instructor/Teacher - Engineering / Motor Vehicle

Reporting to:	Curriculum Manager Engineering
Working Hours:	Full time (37.5 hours per week)
Hourly Rate :	£17,826 to £22,175 per annum (Scale point 11– point 18)
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

The trainee Instructor/Teacher will report to the Workshop and Curriculum Managers for providing daily operational support to the Engineering & Motor Vehicle departments (Equipment & Students). The role includes instructing and assessing students in a range of practical tasks relating to Agricultural & Motor Vehicle engineering as well as providing specific one-to-one and small group student support within both the practical and theoretical learning environment.

Duties and Responsibilities of the Job

1. Main Duties

a.	To maintain the division workshops (e.g. Tractor sheds, Welding bays and Motor Vehicle workshops) to be safe and tidy, and operate in a professional manner at all times as directed by the workshop manager and Curriculum Manager – Engineering. This also includes the “driving area” Telehandler delivery area and other external work spaces associated with the division.
b.	To prepare resources for practical sessions and evening classes in liaison with the relevant member of staff for each of the above areas.
c.	To maintain inventories for all equipment in the division to ensure efficient use and safe practice is followed. Assist in ensuring operating manuals and training is in place for equipment users.
d.	To undertake a range of service and repair activities for College equipment as directed by the workshop manager.
e.	Organise and assist in the preparation of resources for practical sessions and evening classes in liaison with the relevant members of staff for all areas within the workshops
f.	To ensure that all activities undertaken by students in this area have appropriate risk assessments and comply with Health & Safety requirements.

g. To maintain a professional working environment that the mirrors industry standards.
h. Assist lecturers with the preparation of materials for classes and practical's, as requested.
i. Supervise students carrying out routine work at workshops during term time and holiday periods.
j. Deliver and manage practical classes for students in the various workshops
k. Carry out assessments as appropriate, keep assessment records and provide feedback to students.
l. Provide individualised one-to-one support to students with identified needs under the supervision of the Programme Manager and/or Learning Support Team.
m. To take registers for all classes taught and ensure that tutors are aware of any absences.
n. Maintain effective communications with other staff, including attending staff and curriculum area meetings as required.
o. Adhere to the College Safety Policy, ensuring that appropriate safety standards, including COSHH, are maintained at all times. Compile risk assessments, co-ordinate and monitor safety inspections.
p. Participate in an annual appraisal of performance as laid down in the agreed guidelines.
q. Undertake staff development appropriate to the needs of the College and that identified by the appraisal process.

2. Quality Improvement

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

3. Continuous Professional Development

a. 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.
b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.
c. Complete all mandatory training as required in line with college expectations.

4. Other Responsibilities and Duties

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.
Participate and contribute to activities involving the recruitment and selection of students and marketing and promotional activities on behalf of the College.
Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
Contribute to, and support delivery of the college strategic plan.
Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
Ensure all safeguarding policies and procedures are followed.
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:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Hold a vocational specific qualification at Level 3 or above.
Sector / industry experience and/or evidence of specialist subject knowledge in key areas.
Level 2 or higher qualifications in both English and maths or be willing to gain a relevant formal qualification.
Be able to support and guide individuals as required.

Have a high awareness of the need to maintain and improve quality standards within a workshop environment.
Be aware and able to adhere to risk assessments within the workshop.
Demonstrate a strong desire to work collaboratively as part of a high performing team.
Skills and experience in problem solving and a flexible and adaptable approach.
Be prepared to work flexibly including occasional evenings and weekends.
Have organisational skills including excellent time management skills.
Desirable criteria
Experience of working within an educational environment.
Be willing to undertake training and academic qualifications.
Be able to function as an integral part of a team with good interpersonal skills.
Recognise and be prepared to work within a changing environment.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs 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 department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

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.