

**Job Description**

**JOB TITLE: Instructor - Fabrication & Welding/Engineering**

**SECTION: Energy, Technology and the Built Environment**

**SCALE POINT RANGE:** **Support Staff SP 22-28, £24,981 - £29,637 p/a**

**RESPONSIBLE TO: Director of ETEC**

**Main Responsibilities**

To research, design and deliver technical training solutions to meet the needs of engineering and construction students. To develop student skills, assess their work and provide feedback to enable them to meet the standards required.

**Duties**

1. To ensure that the technical learning content within the trainer’s discipline area, is accurate, up to date with technology and legislation.
2. To design training solutions and objective assessment tools for distance learning, classroom, workshop or work-based delivery to the standards and templates provided by the College.
3. To ensure that the training content complies with all relevant Health, Safety and Security requirements. To actively review materials and ensure that any changes are implemented at the proper time.
4. To deliver technical training effectively by facilitating a highly dynamic, participative and supportive learning environment for students.
5. To carry out pre and post-training assessment to the standards set by the awarding body. To evaluate the effectiveness of training and ensure that the trainees are applying the learning successfully.
6. To contribute positively to the continuous improvement of technical material and delivery methods.
7. To be responsible for identifying your own continuous professional development needs and taking active steps to meet these in order to enable you to continue to meet students’ needs in a fast-changing environment. This will include College directed activities.
8. To participate in the sharing of best practice inter-discipline and develop a team ethos of identifying and efficiently utilising shared skills to promote flexible delivery.
9. Maintain and submit records of student practical assessment records and/or written assessments and make recommendations as appropriate.
10. Monitoring student placements in the context of course provision.
11. Effectively manage material resources in line with project budgets.
12. To carry out administrative duties as required by line management.

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.

**Person Specification**

We are looking for candidates who can demonstrate the following competencies:

**Communication (Level One)**

* Communicates professionally by using formal channels appropriate to the situation.
* Is open and receptive to others’ questions and feedback.
* Uses appropriate language, gestures and tone when talking with others.
* Adapts medium, content and style to help other understand.
* Is constructive and positive in what they have to say.
* Demonstrates good presentational skills.

**Customer / Student Service (Level Two)**

* Takes active steps to review and improve customer/student services.
* Works with customers/students to gain insight into their needs.
* Communicates a vision of future service improvements and modernisation.
* Ensures equality policies and practices are followed when dealing with customers/students.
* Responds to complaints and feedback to improve customer service delivery.
* Creates an environment which enables staff to provide a good customer/student service.
* Continually monitors and review processes to maintain an excellent customer service.
* Implements customer feedback systems and respond to findings.

**Team Working (Level One)**

* Contributes fully to the activities of the team.
* Is polite and courteous to colleagues, customers and students.
* Works effectively with colleagues inside and outside the team.
* Actively seeks to help others.
* Understands their role and can also step in and help out other team members when necessary.
* Is supportive of colleagues.
* Resolves conflict constructively.

**Leadership (Level One)**

* Sets an example by working efficiently with little supervision.
* Keeps promises and fulfil all their commitments.
* Puts forward ideas and contribute to business decisions.
* Takes opportunities to develop by learning from others and taking on new challenges.
* Stays focused on aims and objectives at busy times so they can be achieved.
* Takes pride in and responsibility for getting the job done.
* Offers help and support to others when appropriate.

**Personal summary**

You will have completed an apprenticeship programme in Fabrication & Welding Experience of training delivery is desirable.

You must have a good working knowledge of current Health and Safety Legislation.

You must possess an A1 Assessors Award (or equivalent) **or** must be willing to undertake this.

Driving Licence essential.

**KEY TERMS AND CONDITIONS OF EMPLOYMENT**

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| **Hours of Work** | The normal working week is one of 35 hours but you may be required to work additional hours to meet service requirements. |
| holidays | 31 days in a full year plus 14 public/general holidays |
| Salary | The appointment will be on the support salary scale in the range of points 22 – 28, £24,981 - £29,637  per annum. Initial appointment within the range will be dependent upon skills and experience. |
| Location | The position will be based between our main site in Thurso, but you may be required to work in any College annexe or in any outreach centre/employers' premises utilised by the college. |
| Pension | You will be automatically enrolled into the Local Government Superannuation Scheme. Further details are available on joining |
| **References/**  **PVG Check** | For external candidates appointment will be subject to references and a PVG check, all of which will be taken up after an offer has been made. |

*The North Highland College, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.*