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| **Highbury College** |
| **Job Description**   |
| Post: | Advanced Trainer in Brickwork |
| Grade: | Offspine £36,000 p.a. |
| Responsible to: | Head of Construction Crafts |
| Date Job Description Produced: | September 2002 |
| Date Job Description Reviewed: | October 2020 |

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| **College Vision 2020**A world-class learning enterprise, leading the way, transcending borders* Transforming and enriching lives
* Pioneering innovative approaches to education and training
* Inspiring ambition and co-creating sustainable futures with individuals, businesses and communities
* Serving our diverse stakeholder communities with pride and passion
* An influential organisation, recognised for excellence locally, nationally and internationally

At the heart of this vision is the College mission which is ‘to enable all our students to succeed’.**Strategic priorities for realising the vision and mission include:*** Student Success, Resilience and Employability
* Innovation for Growth and Sustainability
* Amazing College, Amazing Staff
* Alliances, Partnerships and Collaboration
* Passion for Portsmouth
* Digital Transformation
* Commerciality

The Advanced Trainer in Brickwork is responsible to the Sector Lead Constructions Crafts for providing high quality support to the students in order to enable the College to meet the above broad objectives. Team working and communications within an overall approach that values people will be of key importance. |

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| **Main Duties and Responsibilities** |
|  | To teach on a range of College programmes, providing high quality learning opportunities that meet the needs of individual students and groups in line with the College’s strategic priorities and objectives |
|  | To provide flexible assessment opportunities and closely plan, monitor, track and record student retention, achievement and success |
|  | To contribute to the development and delivery of high quality, relevant curriculum and programmes |
|  | To provide academic and pastoral support for a group of students |
|  | To liaise with academic and business support staff within the College to ensure that the student experience is positive |
|  | To take part in liaison activities with schools, community groups, employers and other external organisations  |
|  | To provide innovative, high quality teaching and learning which is well planned, personalised and differentiated |
|  | To make effective use of e learning technology within and outside of the classroom to support learning |
|  | To produce planning documentation for lessons in the College format, including lesson plans, group profiles and schemes of work |
|  | To deliver practical training sessions for Level 1, L2 &3 programmes and on-site Assessment as required |
|  | To produce assessment plans and assess students’ practical and written work |
|  | To signpost student concerns and issues to the Head of department  |
|  | To produce reports on student progress and achievement |
|  | To closely plan, monitor, track and record students’ progress and achievement on College systems |
|  | Liaise with the course Administrator about the registration, withdrawal and achievement of students |
|  | To take responsibility for the upkeep and development of the Brickwork workshops, including tools and equipment |
|  | To contribute to marketing activities, both within the department and cross-College, including attendance at open events, taster days and school visits |
|  | Oversee the recruitment and interviewing of students |
|  | To deliver modules of theory in a workshop/ classroom environment to reinforce practical elements of programme  |
|  | To participate in Student Progress Boards  |
|  | To act as an ambassador for the College in any external activities so that the College’s good reputation is further developed. |
|  | To comply with all relevant Health and Safety regulations and assist in the implementation of the College's Health and Safety Policy |

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| **Quality and Standards** |
|  | Participate in Programme Quality Reviews and developing the Quality Improvement Plan |
|  | Contribute to the Department’s Self-assessment Report |
|  | Contribute to sharing good practice through peer and cross College activities |
| **General**  |
|  | This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time. |
|  | Further education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. |
|  | This job description will be reviewed annually during the appraisal process and may be varied in light of business needs of the College.  |

**Safeguarding Children and Vulnerable Adults**

Highbury Colleges has a moral and statutory duty to safeguard and promote the welfare of all its students. We are committed to providing a safe learning environment, and where possible, living environment, for all our students. The post holder will therefore be required to commit to the College Safeguarding Adults and Child and Young People Protection Policy and help to keep students safe from a wide range of potential harm. The post holder will also be required to attend annual safeguarding training and will be subject to an enhanced DBS check.

 **Equal Opportunities & Diversity**

All Highbury College staff are required to promote equality of opportunity and diversity in all aspects of their job. Staff should value and celebrate differences in age, disability, sexual orientation and religious belief and ensure that the College offers a welcoming and inclusive environment to all its students.

**Health, Safety and Wellbeing**

Highbury College prides itself in being a safe environment for learning and working.  We continuously strive for improvement, developing our management systems to involve everyone.  We expect all of our colleagues to be part of our safe culture by recognising their responsibilities for keeping themselves, colleagues, students and visitors free from harm, to demonstrate continued compliance with our policies and procedures and to ensure the Health, Safety and Wellbeing of everyone at Highbury College remains a priority in everything we do.

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| Person Specification |

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| Post: | Advanced Trainer in Brickwork  |
| Grade: | Offspine £36,000 p.a. |
| Department: | Construction Crafts |

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| **Note to candidates:** Please study the items in this Person Specification carefully when completing your application, try to describe your knowledge, skills and experience in terms of the particular items.  |

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| *Assessment Area* | *Essential Criteria* | *Assessment**Method* |
| *Certified Qualifications* | 1 | Level 2/3 Diploma or relevant Occupational qualification in Brickwork | App / Int |
| 2 | Assessor Award | App / Int |
| *Professional Development* | 3 | Evidence of recent industry experience (commitment to ongoing professional updating & development) | App / Int |
| *E**xperience* | 4 | Experience of both commercial and domestic work | App / Int |
| 5 | Experience of a range of brickwork skills | App / Int |
| 6 | Experience of training and of assessing the work of others |
| *Skills, Knowledge and Competencies* | 7 | Excellent planning and organisational skills  |
| 8 | Good written, record-keeping and organisational skills | App / Int / Ref |
| 9 | Evidence of innovative ideas towards curriculum delivery | App / Int |
| 10 | Ability to work well in teams but also to work independently with the minimum of supervision | App / Int / Ref |
| *P**ersonality / Characteristics* | 11 | Professional approach to work and appearance | Int / Ref |
| 12 | Enthusiasm and drive |
| 13 | Ability to work under pressure |
| 14 | Commitment to the College and to excellence |
| 15 | Flexible attitude in the way he/she performs the job |
| *W**ork related circumstances* | 16 | Possession of a full driving licence, the ability to drive and use of a car | App / Int |
| 17 | Willing to work up to two evenings and some weekends when required | App / Int |
| *G**eneral* | 18 | Commitment to operating in a healthy and safe environment | App / Int |
| 19 | Commitment to personal improvement |
| 20 | Commitment to high professional and personal standards of work and of conduct |
| 21 | Commitment to equality of opportunity and widening access to education for all |

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| *Assessment Area* | *Desirable Criteria* | *Assessment**Method* |
| *Certified Qualifications* | 22 | Assessors award | App / Int |