



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Technician Trainer – Engineering
<b>PAY/GRADE</b>	£20,747 per annum+£2000 market rate allowance
<b>HOURS</b>	37 hours per week, all year round
<b>REPORTS TO</b>	Head of Faculty
<b>LOCATION</b>	Peterborough College
<b>JOB PURPOSE</b>	
Train and provide practical support and assistance to staff and learners on Engineering programmes within the College.	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Help and assist lecturing staff in providing and undertaking practical and vocational learning activities for learners.</li> <li>• Train students through the delivery of some underpinning knowledge.</li> <li>• Make assessments of student competence against pre-determined criteria.</li> <li>• Train on a range of accredited programmes, as required, to deliver the practical learning aims of students. This will be achieved through one-to-one tutorials, workshops, observations and reviews of students in college.</li> <li>• Supervise students undertaking practical work, visits, examinations/other assessment, etc.</li> <li>• Provide training and/or coaching in appropriate disciplines (including skills for life) to a range of learners on their selected programme or training.</li> <li>• Supervise the activities of learners to ensure that Health and Safety regulations are adhered to.</li> <li>• Check, maintain and where possible repair equipment.</li> <li>• Maintain a clean, safe and well-organised environment in the workshop.</li> <li>• Assist in the operation and maintenance of files, both manual and computerised.</li> <li>• Maintain stock levels and provide accurate and current inventories of tools, equipment and materials as required by your Line Manager.</li> <li>• Attend meetings as required by your Line Manager.</li> <li>• Participate in risk assessments of practical activities.</li> <li>• Ensure the clearing away, cleaning and safe storing of appropriate equipment and materials after use.</li> <li>• Support staff and students in the use of specialist equipment.</li> <li>• Maintain up to date knowledge of Health &amp; Safety Regulations, eg COSHH.</li> <li>• Undertake First Aid duties, as and when required.</li> <li>• Undertake minor maintenance work as appropriate to ensure the safe and uninterrupted use of accommodation, equipment and resources. Where necessary, arranging for the repair of accommodation/equipment in accordance with approved procedures.</li> </ul>	



**OTHER**

- Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures.
- Promoting and consistently exemplifying both internally and externally the values and behaviours of the College's vision
- Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety
- Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults
- Undertaking any other duties and responsibilities commensurate with the level of the post as required

**TERMS AND CONDITIONS**

<b>Contract</b>	Permanent
<b>Pension</b>	Local Government Pension Scheme
<b>Holiday</b>	30 days per year, plus bank holidays and discretionary days.
<b>Probation</b>	New appointees to the College are subject to a 6 months' probationary period.
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check.
<b>Working Arrangements</b>	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday

**APPLICATION PROCESS**

<b>Closing Date</b>	
<b>Interview Date</b>	

## PERSON SPECIFICATION Technician/Trainer – Engineering

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
<b>QUALIFICATIONS</b>						
Level 2 qualification in relevant subject area	E		✓			
Level 3 Award in Education & Training/PTLLS or equivalent (or willing to work towards)		D	✓			
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
<b>EXPERIENCE</b>						
Experience in the construction/ engineering industry	E		✓			
Experience of training/teaching or transferring skills to others		D	✓			
Experience of using relevant equipment and materials	E		✓			
Proven record of organising and maintaining store rooms to an appropriate standard	E		✓			
Experience of undertaking minor maintenance work	E		✓			
Experience of supervising students undertaking practical/course work, visits, examinations or other assessments		D	✓			
Working successfully and influentially as part of a team	E		✓			
Working with teenagers or young adults	E		✓			
Working within an education environment		D	✓	✓	✓	
<b>KNOWLEDGE</b>						
Knowledge of products and materials within construction industry	E			✓		
Knowledge of health and safety issues in connection with the engineering environment	E			✓		
<b>KEY SKILLS</b>						
Good engineering skills	E			✓		✓
Excellent oral and written communication skills and the ability to communicate effectively with internal and external contacts	E			✓	✓	✓
Confidence to work and support young people of mixed ability	E			✓		✓
Desire to keep a neat and tidy working environment	E			✓		✓
Detailed, consistent and accurate record keeping	E			✓		✓
Excellent planning, organisation and administrative skills	E			✓		✓
Analytical and methodical approach to problem solving	E			✓	✓	✓
Proactive and professional manner with a 'can-do' approach	E			✓		✓
Collaborative approach to cross departmental working and the ability to build, and maintain, strong working relationships at all levels; both internally and externally	E			✓		✓
Good IT skills in MS Office applications (Word, Excel, Outlook)	E			✓		✓
Ability to work flexibly, prioritise tasks in accordance with importance vs urgency and to switch tasks at short notice	E			✓		✓
The ability to work well as part of a team and independently	E			✓		✓
<b>OTHER</b>						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		

Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References