

**JOB TITLE**: Instructor

**GRADE**: Business Support

**RESPONSIBLE TO**: Curriculum Manager

**BANDING:** Point 23 - 25

**JOB PURPOSE**:

During term time to be responsible for instructing/monitoring students on training programmes within college, at any site where the college delivers learning, in the workplace and undertaking general technician duties. The person appointed will be a member of the team delivering the specialism and associated curriculum.

Instructors will deliver pre-prepared material in a practical environment which will include assessing students work, classroom management, completion of registers and ILP and being responsible for health and safety. Instructors will not be expected to do schemes of work but should be provided with a general lesson plan.

Instructors will have 30 hours contact time and 7 hours to carry out their other duties.

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**MAIN DUTIES AND RESPONSIBILITIES:**

**Main Duties:**

1. To provide learner support on a range of subjects including the appropriate specialism at a level appropriate to his/her qualifications and/or experience.
2. To assist in the development of the specialist workshops.
3. To assist in the coordination and development of resources and materials.
4. To assist in monitoring students on training programmes both in college and the workplace, being responsible for documentation and records.
5. To instruct and assess students’ work, on site and off site.
6. To assist with providing a healthy and safe working environment for staff and students.

**Specific Duties:**

1. To provide technician services which support curriculum delivery in the specialist team.
2. To issue materials, prepare equipment and apparatus for use in appropriate workshops and carry out repairs as necessary.
3. To assist with the acquisition of tools, equipment and services.
4. To keep a register / maintenance log of significant tools and equipment used.

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**Standard for all Jobs**

* To perform services not only for the college but also for any Subsidiary as required.
* To take a proactive role in the identification of personal and group training and developmental needs which support college objectives and to actively participate in the fulfilment of identified training and development needs.
* To contribute promotional activities both inside and outside the college and to assist in the production of promotional and publicity materials as required.
* To operate at all time within both the spirit and the practice of the College Equal Opportunities policies.
* To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards / unsafe practices or incidents as appropriate.
* To represent the college in the best light at all times.
* To maintain such records and undertake administrative duties as may be determined by the college.
* To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Principal or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the College.

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Prepared by: Curriculum Manager

Date: July 2017

Name of post holder (*please print*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

**JOB TITLE:** **Instructor ­**

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| **CRITERIA** | **E** | **D** | **Method of Assessment** |
| **Formal Qualifications**  1. NVQ Level 3.  2. Assessors award D1 (D32 / 33 + update).  3. Internal verifiers V1 ( D34 + Update). | 🗸 | 🗸  🗸 | App Form  App Form  App Form |
| **Experience**  1. Recent relevant industrial/commercial  experience. | 🗸 |  | App Form |
| **Skills and Abilities**  1. Good written and verbal communications.  2. Good organisational skills.  3. Good presentation skills.  4. Knowledge of supporting learners within a  learning environment. | 🗸  🗸 | 🗸  🗸 | App Form  Int  Pr  Int |
| **Safeguarding**  1. Must be suitable to work with  young people and vulnerable  adults. | 🗸 |  | App Form/Int/  Checks |
| **Training**  1. Evidence of recent professional development.  2. Full driving licence. |  | 🗸  🗸 | App Form  App Form |

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| E = Essential  D = Desirable | App Form = Application Form Int = Interview  Test = Interview Test Pr = Presentation  Ref = Reference MT = Micro Teach  Check = Disclosure and barring service |
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| Our mission: outstanding technical and professional learning, which raises aspirations, develops skills and changes lives. |

DUDLEY COLLEGE OPERATES A NO SMOKING POLICY