| CINO106896 Technical Trainer & IQA Engineering Manufacturing | |
|---|---|
| **Hours:** | 37 hours per week, 52 weeks per year |
| **Salary:** | £26,221 - £29,510 per annum |
| **Additional:** | Plus up to £5,000 Golden Hello |
| **Duration:** | Permanent |
| **Location:** | Colchester |

**Are you ready for your next career move in a dynamic and rewarding environment?**

Colchester Institute's mission to co-ordinate the successful completion of all aspects of an allocation of apprenticeship candidates, including the carrying out of assessments and the undertaking of pastoral care.

We are looking for a Technical Trainer & IQA Engineering Manufacturing to deliver technical training associated with an allocation of apprenticeship / full cost candidates, both practically and within classroom environments.

If successful, you will be welcomed to the College with a full induction programme to support you in your new role. The College is also committed to staff development and offers an excellent staff benefits package.

| **Closing date:** | **31st May 2021** |
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To apply please complete our online application form.

All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check.

Please contact Human Resources on jobline@colchester.ac.uk or call 01206 712333 if you have any queries or would like further information.

Additional Information

*Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.*

*Please visit our website www.colchester.ac.uk to obtain further details about the College.*

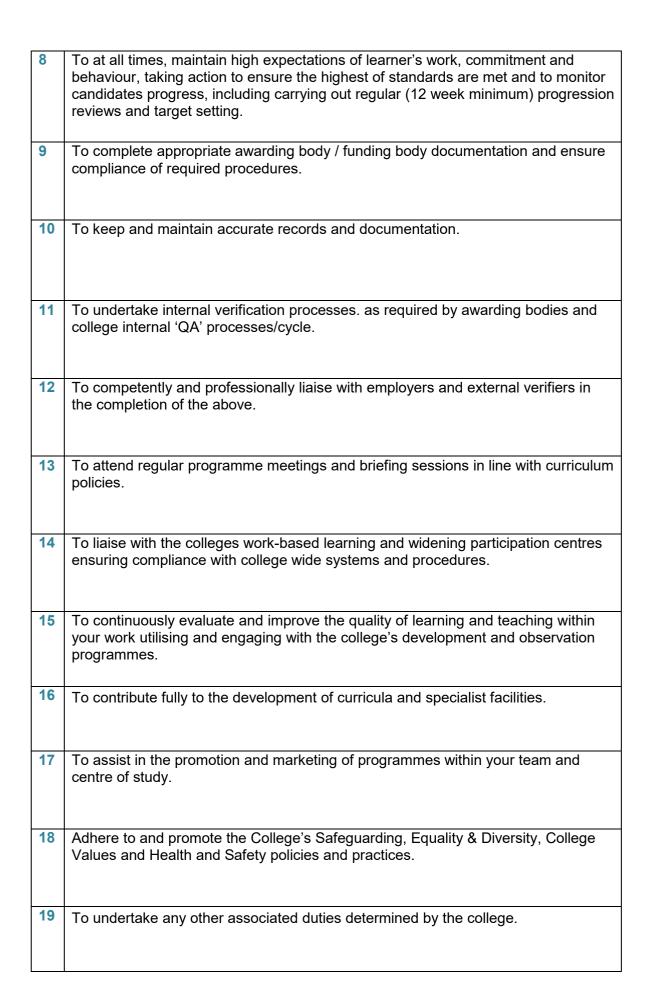| Job Title: | Technical Trainer & IQA Engineering Manufacturing |
|---|---|
| Regulated Activity: | Yes |
| Responsible To: | WBL Manager Engineering |
| Line Management of other staff: | No |
| Location: | Colchester |
| Salary: | Range S26-30 |

| Purpose Statement: |
|---|
| To coordinate the successful completion of all aspects of an allocation of apprenticeship candidates, including the carrying out of assessments and the undertaking of pastoral care. |
| To deliver technical training associated with an allocation of apprenticeship / full cost candidates, both practically and within classroom environments. |
| Liaise with employers, external verifiers, staff and other stakeholders to maximize the success of candidates. |

| Main Duties & Responsibilities: | |
|---|---|
| 1 | To teach, train and assess candidates both in the college and in the workplace towards agreed qualifications/ standards / frameworks. |
| 2 | Maintain target number caseload of apprentices/full cost learners. |
| 3 | Undertake target hours for timetabled teaching/training. |
| 4 | Meet agreed timescales for sign-up and enrolment processes. |
| 5 | Carry out progress reviews in line with policy and setting action plans with clear and SMART targets for all elements of the training programme. |
| 6 | Design, develop coordinate and deliver an individual programme of learning and assessment, including the development of behaviours, to ensure successful completion of candidates within the planned duration. |
| 7 | To recruit and assess new candidates suitable for learning programmes in accordance to college processes and targets. |

| 8 | To at all times, maintain high expectations of learner's work, commitment and behaviour, taking action to ensure the highest of standards are met and to monitor candidates progress, including carrying out regular (12 week minimum) progression reviews and target setting. |
|---|---|
| 9 | To complete appropriate awarding body / funding body documentation and ensure compliance of required procedures. |
| 10 | To keep and maintain accurate records and documentation. |
| 11 | To undertake internal verification processes. as required by awarding bodies and college internal 'QA' processes/cycle. |
| 12 | To competently and professionally liaise with employers and external verifiers in the completion of the above. |
| 13 | To attend regular programme meetings and briefing sessions in line with curriculum policies. |
| 14 | To liaise with the colleges work-based learning and widening participation centres ensuring compliance with college wide systems and procedures. |
| 15 | To continuously evaluate and improve the quality of learning and teaching within your work utilising and engaging with the college's development and observation programmes. |
| 16 | To contribute fully to the development of curricula and specialist facilities. |
| 17 | To assist in the promotion and marketing of programmes within your team and centre of study. |
| 18 | Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices. |
| 19 | To undertake any other associated duties determined by the college. |

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

## Colchester Institute Person Specification

**Position: Technical Trainer & IQA Engineering Manufacturing**

| | Essential | Desirable | How is this assessed? |
|---|---|---|---|
| **Qualifications** | | | |
| Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent. | ✓ | | A |
| Level 3 NVQ qualification (or equivalent) in Engineering and Manufacturing. | ✓ | | A |
| Assessor Award A1/D32/33 | ✓ | | A/I |
| Internal verification award V1/D34 or the willingness to obtain it within 12 months. | ✓ | | A/I |
| Willingness to obtain a Level 3 teaching / training qualification within 12 months. | ✓ | | A/I |
| Evidence of CPD. | ✓ | | A |
| Technician level education in an Engineering and Manufacturing based trade. | | ✓ | A |
| **Experience** | | | |
| Significant industrial experience within the Electrical sector. | ✓ | | A |
| Supervisory experience and / or experience in dealing directly with customers, clients or students. | ✓ | | A / I |
| Experience of working with young people. | ✓ | | A / I |
| Up to date knowledge of the elements and processes of apprenticeship frameworks/standards. | | ✓ | A / I |
| Experience of training and assessing. | | ✓ | A / I |

| | | | |
|---|---|---|---|
| Experience of I.L.T learning environments. | | ✔ | A / I |
| **Knowledge and Skills** | | | |
| Good IT skills, including excel and the use of outlook. | ✔ | | A / I |
| Empathy with young people. | ✔ | | I |
| Experience of working with Quality systems. | ✔ | | A / I |
| Good team working skills particularly the ability to work closely and effectively with other staff. | ✔ | | I |
| The ability to plan ahead to meet targets in a timely manner and to keep accurate records. | ✔ | | I |
| Proactive approach to work and the willingness to take on new and challenging tasks. | ✔ | | I |
| Able to work without supervision. | ✔ | | I |
| Excellent interpersonal, oral and written communication skills. | ✔ | | A / I |
| Experience of e-portfolio systems. | | ✔ | A / I |
| Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices. | ✔ | | A / I |
| **Personal Attributes** | | | |
| Willingness to work evenings and outside normal working hours to meet the needs of the area of study. | ✔ | | I |
| A strong commitment to equality and diversity. | ✔ | | I |
| Enjoys working collaboratively and seeking collaborative opportunities. | ✔ | | I |

| | | | |
|---|---|---|---|
| Ability to work flexibly to meet changing needs and work demands. | ✔ | | I |
| Continuously improving and commitment to own personal and professional development. | ✔ | | I |

KEY:

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|---|---|
| A | Application |
| I | Interview |
| P | Presentation/Micro-teach |
| T | Test |