

Role Profile

Job Title:	Engineering Tutor – Fire & Security Systems
Department:	Engineering
Responsible to:	Engineering Centre Workshop Manager

Main purpose of job:

To deliver theoretical and practical learning sessions for delivery on level 3 programmes that cover Vocational and Work-related skills relative to the sector and to ensure learners are effectively supported throughout the learning process.

Main Duties:

- To work as part of the Fire & Security team to design, develop and deliver learning programmes which are predominantly classroom / theoretically based on programmes up to and including Level 3.
- To be knowledgeable, technically competent and ensure you keep up to date with current and relevant occupational experience in fire and security disciplines, which will include but will not be limited to fire, security, CCTV and access control
- To operate with flexibility to be able to teach on both the Level 2 and Level 3 programmes within the role of Engineering Tutor when needed
- To design, develop and deliver creative, inclusive learning programmes, schemes of work, lesson plans and materials to deliver high quality structured learning sessions to meet learner and customer needs and programme specifications
- To contribute to the internal verification, assessment and standardisation of work process and to the development and delivery of the SAR and QIP in the pursuit of continuous improvement.
- To maintain appropriate learner tracking records that meet company, awarding body and customer requirements. To provide information relating to learner progress, achievements and support needs.
- To effectively manage the delivery environment and the learning process to ensure the safety and well being of all learners. To follow guidance in effectively contributing to the management of learner behaviour.
- To ensure that all resources are serviceable and safe for use and to maintain the stock levels of relevant consumable items in agreement with the appropriate Manager.

Where your future matters



University of Central Lancashire

Training 2000

- To contribute to the promotion of Training 2000 particularly with employers, learners, schools and parents by assisting with School visits, Parents Information Evenings, Open Days and Prize Nights relative to the Engineering department.
- To demonstrate knowledge and compliance with regards to GDPR and all associated Data Protection legislation. This includes having due regard for any personal data that you may come into contact with in your role which includes learners/ customers/ staff, especially when using portable or personal devices (laptops and mobile phones) or when working remotely, in order to keep data secure and confidential
- To comply with all company policies and procedures in relation to Safeguarding, Health & Safety, GDPR and Equality and Diversity and ensure adherence at all times.
- To undertake any other duties comparable with the role as requested by your Line Manager or a member of the leadership team.

Signed by Employee:

Date:

Where your future matters

Person Specification

Job Title: Engineering Tutor – Fire & Security Systems
Department: Engineering
Responsible to: Engineering Centre Workshop Manager

Criteria	Essential requirements	Desirable requirements
Qualifications	- Accredited qualification minimum Level 2 in Literacy, Numeracy and ICT - Level 2 Engineering qualification(s) (relevant to teaching discipline) - Level 3 teaching qualification (or willing to work towards) - Assessors Award (or willing to work towards)	- Internal Verifiers' Award - Level 3 Engineering qualification(s) in a relevant discipline - First Aid Qualification - IOSH – Working Safely - HNC in Engineering
Knowledge	- Up-to-date knowledge of the Engineering sector - Commitment to Safeguarding policies and procedures and their application - Commitment to Health & Safety policies and procedures and their application - Commitment to Equality & Diversity - Commitment to continuous professional development	
Skills & Relevant Experience	- Experience of using IT - Highly effective planning, organisation and administrative skills - Strong communication skills (written and verbal) - Ability to demonstrate effective teaching and support to our learners - Ability to deliver to established targets and deadlines - Demonstrates strong engagement skills and commercial capability to develop employer relationship	- Experience of effective teaching or training of young people - Experience of assessing on work-based learning programmes - Experience of working with young people / apprentices in a training capacity - Experience of working in the Education or Training sector

Where your future matters



Criteria	Essential requirements	Desirable requirements
	and to drive business opportunity.	
Behaviours	• Open, honest and supportive behaviours • Strong positive customer focused behaviours • Ability to support continuous improvement through innovative ideas and solutions • Demonstrates a strong and effective interaction with others as an effective team player and support to others.	

Signed by Employee:	Date:

Where your future matters