University of Central Lancashire
Training 2000

Role Profile

Job Title: Engineering Instructor

Department: Engineering

Responsible to: Manager of Education and Skills (Instructors)

Main purpose of job:
To deliver practical and theoretical learning sessions 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 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, 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.
- 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 keep up to date with all GDPR and data protection policies and legislation and understand and report any data security breaches promptly to the appropriate persons
- To undertake any other duties comparable with the role as requested by a member of the leadership team.

Where your future matters

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Person Specification

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Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	• Accredited qualification minimum Level 2 in Literacy, Numeracy and ICT • Qualifications relevant to engineering • Minimum of IOSH – Working Safely. • Knowledge of theory and practical skills in engineering equipment, machinery and materials • Understanding of the skills required to support our students in preparing for apprenticeships and university • Appreciation of relevant vocational sectors. • Appreciation of Company Safeguarding, Health and Safety policies and procedures and their application. • An understanding of the Company's performance and risk management policies and procedures and associated employment legislation. • Appreciation of Health & Safety legislation. • Appreciation of Equality & Diversity. • Commitment to continuous professional development.	• Possession of a professional qualification in accordance with occupational position held (e.g. an assessor/internal verifiers' award and vocational qualification – minimum level 3). • First Aid Qualification • Working with young people in a training capacity
Skills & Relevant Experience	• Demonstrates highly effective planning and organisation of own workload. • Demonstrates strong communication skills at all levels when interacting with internal and external customers. • Demonstrates an inspired approach to coaching and mentoring to ensure	• Prior experience of working within Education

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Criteria	Essential requirements	Desirable requirements
	learner success in line with Company targets. • Strong organisation and administration skills in the handling and completion of all learner programmes and associated documentation; on a timely and accurate basis to contractual requirements. • Strong ability to deliver to established targets and deadlines in accordance with learner progression. • Demonstrates strong engagement skills and commercial capability to develop employer relationship and to drive business opportunity.	
Behaviours	• Demonstrates open, honest and supportive behaviours which are in alignment with the Company's Core Values. • Demonstrates strong positive customer focused behaviours which enable the development of strong customer relationships. • Demonstrates an ability to support continuous improvement by offering innovative ideas and solutions which benefit the learning process. • Demonstrates patient and empathetic behaviours in the effective and professional engagement with learners throughout the learning process which encourage high levels of learner performance. • Demonstrates responsive and flexible behaviours in accordance with the needs of learners and the learning process. • Demonstrates a strong and effective interaction with others as an effective team player and support to others.	

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