University of Central Lancashire
Training 2000

Role Profile

Job Title: Engineering Instructor

Department: Engineering

Responsible to: Centre Workshop Manager

Main purpose of job:

To deliver well planned and engaging practical and theoretical learning sessions (on programmes in accordance with qualifications, skills and experience) which cover Vocational and Work-related skills ensuring 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 within your role which includes learners/ customers/ staff, especially when using portable or personal devices (laptops and mobile phones) or when working remotely, to keep data secure and confidential

Where your future matters

- To comply with all company policies and procedures in relation to Safeguarding, Health & Safety, GDPR and Equality and Diversity and always ensure adherence.

- To teach on Engineering programmes, as and when required to cover absence, according to skills and qualifications.

- To undertake any other duties comparable with the role as requested by your Line Manager or a member of the leadership team.

Where your future matters

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Person Specification

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Department: Engineering

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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.	

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