

## JOB DESCRIPTION

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|------------------------|---|
| <b>Job Title:</b>      | Electrical Installation Vocational Instructor |
| <b>Grade:</b>          | Support Grade E                               |
| <b>Hours:</b>          | 37 hours per week (pro rata)                  |
| <b>Location:</b>       | Framwellgate Moor Campus                      |
| <b>Department:</b>     | School of Technology                          |
| <b>Accountable to:</b> | Curriculum manager /Head of School            |

### Job Purpose

To co-ordinate, provide and assist in the development of an effective curriculum service for students.

### Key Result Areas

1. Provide information, advice and guidance to students, as directed by lecturing staff.
2. Liaise with course and curriculum manager to assist in the effective enrolment to students to appropriate courses.
3. Prepare, adapt, organise and maintain learning resources and equipment.
4. Setup the learning environment and undertake the day to day maintenance and repair of equipment.
5. Prepare the learning environment for instructing, assessing and supervising learners, as directed by lecturing staff/curriculum needs.
6. Use prepared schemes of work and session plans to deliver up to 432 hours of instruction per annum to students.
7. To utilise and input into ILPs to monitor and inform learner progress.
8. Assist in the supervision of student learning activities in a variety of situations including classrooms, LRC, IT rooms, workshops, educational visits, placements etc.

9. Produce and carry out as directed, the organisation and administration appropriate to the role/curriculum including registers and submission of the other returns and records.
10. Complete and maintain accurate records.
11. Contribute to the curriculum staff's encouragement of learner's personal development and responsibility for their own learning, and encourage self-advocacy.
12. Support students through the learning process and associated assessment activities.
13. Assess, monitor and mark student work and associated activities.
14. Assist students with action planning and recording achievement.
15. Attend team, school and other appropriate meetings as required.
16. Participate in any training appropriate for the role which may require attending internal or external courses.
17. Participate in the internal verification and provide information to support the moderation of student work and associated activities.
18. Undertake health and safety checks.
19. Undertake any other duties commensurate with grade.

### **General Responsibilities**

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

## **Variation in the Role**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **Equality and Diversity**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

## **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

- Assessed by key:
1. Application form
  2. Interview
  3. On the job
  4. Skills test

## PERSON SPECIFICATION

**Job Title:** Electrical Installation Vocational Instructor

| Knowledge & Experience  | Assessed by | Essential | Desirable* |
|---|-------------|-----------|------------|
| English <b>and</b> Maths at Level 2 (GCSE / O Level, Grade C or above) or equivalent, <b>or</b> willing to work towards** | 1           | ✓         |            |
| NVQ Level 3 or equivalent qualification in Electrical Installation  | 1           | ✓         |            |
| Hold C&G 2391 Inspection & Testing and 17 <sup>th</sup> Edition Wiring Regulations  | 1           |           | ✓          |
| Completed a full level 3 advanced apprenticeship in Electrical Installation   | 1           | ✓         |            |
| Assessor award e.g. D32, D33 or A1 (or willing to work towards)   | 1           |           | ✓          |
| Verifier award e.g. D34, V1   | 1           |           | ✓          |
| Commitment to continuing professional development (which can be evidenced and monitored)                                  | 1           | ✓         |            |
| Hold an appropriate teaching qualification or be working towards.   | 1           |           | ✓          |
| Proven track record of assessing learners aged 16+  | 1/2         | ✓         |            |
| Proven track record of relevant professional/vocational experience (minimum of 3 years)                                   | 1/2         | ✓         |            |
| Quality Management Procedures   | 1           |           | ✓          |
| Commitment to ensuring the safeguarding of children and vulnerable adults   | 1/2         | ✓         |            |
| Clean driving licence   | 1           | ✓         |            |

| Skills  |     | Essential | Desirable |
|---|-----|-----------|-----------|
| Ability to lead teams and support individual and team development | 2   | ✓         |           |
| Proven communication skills                                       | 2   | ✓         |           |
| Proven track record of successful teaching and assessment         | 1/2 |           | ✓         |
| Ability to work collaboratively within the working environment    | 1   | ✓         |           |
| Personal and professional integrity                               | 1   | ✓         |           |
| Proven IT skills  | 1   | ✓         |           |
| Suitable to work with young people and vulnerable adults          | 1   | ✓         |           |

\*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

\*\*This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

**Issue Date: February 2018**