

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

JOB DESCRIPTION

POST TITLE	-	Instructor/Assessor – Multi-Skilled Construction
REPORTING TO	-	Head of School – Construction & the Built Environment
SALARY	-	£13.40 – £16.00 per hour <i>From 11.50 basic + 1.90 holiday pay</i> <i>To 13.73 basic + 2.27 holiday pay</i> HPS Pts 21-27
HOURS	-	Casual
HOLIDAYS	-	See Hourly Rate

THE SPECIFIC NATURE OF THE ROLE

The post-holder will be responsible and accountable for the delivery of effective instruction and the supervision of learners (aged 14+ years) and apprentices working to national occupation standards associated with multi-skilled construction. This will include demonstrating the correct and safe use of equipment & tools, supervising groups of learners, assessing competence in practical skills (including on-site assessment), using a range of standard materials and techniques. The post-holder will be responsible and accountable for ensuring effective house-keeping in the related area(s) to 5S standards, including the maintenance of a safe working environment. The post-holder is expected to be an excellent team player and embrace the College's RESPECT values.

MAIN DUTIES AND RESPONSIBILITIES

- Provide instruction to the specified standards and providing feedback to students regarding their progress
- Assess competence using awarding organisation criteria in the workshop and work-based environments for construction disciplines
- Exercise care in the use of equipment and report faults to the appropriate person
- Ensure the work area is 'set-up' and 'cleared away' at the start and end of each working day – promoting the principles of exemplar (5S) housekeeping to students
- Ensure appropriate levels of stock and that the college's purchasing protocols are followed at all times
- Participate in good practice dissemination events and embed good and innovative practice in classes to enhance the learning experience of students
- Participate in the coaching and mentorship of students engaged with skills competitions
- Contribute to course team target setting, review and pastoral reporting (including UTS)
- Maintain up to date knowledge of those subjects delivered and undertaking recording of continuous professional development activities
- Attend and contribute to team/School meetings as required as well as School and College student recruitment activities such as Open Days
- Support the college's Facilities team and maintenance operations outside of the academic year
- Embrace the College's RESPECT values and values associated with new ways of working

- Promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees commensurate with the grade of the post
- Support on site progress checks and assurance visits where/if required
- Support learners in their preparation for work placements and actively engage with employers to establish new placements with potential for apprenticeship opportunities
- To perform such duties consistent with the position as may be required by the Principal from time to time
- Deliver good or better learning and assessment which focuses on individual learners' needs
- Take part in the College's Unified Tutorial System
- Attend and contribute to team/school meetings as required
- Promote and maintain a commitment to a transparent safeguarding culture.

