

JOB DESCRIPTION			
ROLE PROFILE:			JOB NO:
JOB TITLE:	Engineering Instructor/Trainer (Machinist Discipline)		
IDENTITY:		Department/ Section:	Training
POSITION IN ORGANISATION			
Reports to: (job title)	Training Manager		
Directly Supervises: (title)	Learners	Indirectly Supervises: (title)	
MAIN PURPOSE OF JOB:			
<p>To teach and assess learners in the in the technical centre, to guide them through their chosen programme and integrate functional skills and technical certificate to ensure they complete their programme where appropriate. To help develop skills, knowledge and behaviours on their chosen programme. To prepare and support the learner in preparation for end point assessment.</p>			
KEY TASKS:			
<ul style="list-style-type: none"> ▪ To liaise with other instructor/trainers regarding the apprentices off-the-job training ▪ To take part in a thorough learner induction for all new learners – appeals procedure; standards required; internal and external verification. Equality and Diversity and H&S/Safeguarding/Prevent ▪ Ensure learners fully understand the assessment process, timescales and deadlines ▪ To organise workshops/one-one when required ▪ Hold workshops and offer the facility and support for learners who request other learning opportunities relevant to their workplace and qualification ▪ Agree with candidates appropriate methods for collecting evidence ▪ Set and agree assessment plans – evidence collection integrating/delivering functional skills where appropriate and agreeing time scales ▪ Assist in portfolio building through One File. Ensuring the systems is fully updated. ▪ Assess practical skills through observations ▪ Assess knowledge and understanding through questioning – oral and written ▪ Assist in the co-ordination of learners’ tests where appropriate ▪ Offer learners effective IAG re progression ▪ To liaise with employers regarding the progress of the apprenticeship on all aspects of the framework ▪ Cooperate and liaise with internal verifier and external verifier and any other relevant bodies ▪ Continually monitor and evaluate the apprenticeship programme and delivery to improve systems, timely achievement and service ▪ Undertake roles and responsibilities to meet and maintain quality standards ▪ Keep all records up to date and maintain confidentiality ▪ Use the e-portfolio system and suggest best ways of working ▪ Ensure CPD is updated and maintained on a monthly basis and attend at least two standardisation meetings per year, in line with organisational CPD policy ▪ To delivery commercial engineering and business improvement courses to customers either in centre or offsite as required. ▪ Other duties required by the business at which your skills and experience is used. 			

PERSON SPECIFICATION	
FACTOR DETAILS:	JOB NO:
Knowledge and Experience	
<ul style="list-style-type: none"> ▪ To have assessor award – Internal Verifier award & current teaching qualification (PTTLS, CAVA, etc) ▪ Occupational competence in Engineering. ▪ Engineering specialism – e.g CAD, Machining, Welding, electrical with experience in delivery to apprenticeship standards. ▪ A sound working knowledge of apprenticeship standards including the EPA process. ▪ Experience of delivering/embedding Functional Skills. ▪ Knowledge and experience of NVQ assessment process & Technical certification ▪ Experience of Health and Safety requirements. ▪ Good communication skills at all levels. ▪ Experience of working with young people/adults. ▪ Experience of embedding British Values, Prevent and Equality and Diversity. ▪ Understanding of Ofsted criteria and experience of inspections. 	
Complexity and Creativity:	
<ul style="list-style-type: none"> ▪ Analysis of learning needs and preferred learning styles in order to progress learners through the qualification. ▪ Maintaining learner motivation. ▪ Pastoral care ensuring they are being treated fairly in the workplace 	
Judgement and Decisions:	
<ul style="list-style-type: none"> ▪ The level of qualification for the learners to commence. ▪ Assess competence to the standards and “up skill” as appropriate. ▪ Assess knowledge and understanding. ▪ Prepare the portfolio with the learner for verification process. ▪ The appropriate individual learner needs 	
Operational Responsibility:	
Caseload of learners, Delivery of technical commercial courses as required Contribute to standardisation initiatives.	
Salary Range	
<ul style="list-style-type: none"> ▪ £28,000 to £30,000 	