**Job Description – Electrical & Instrumentation Trainer / Assessor**

**JOB TITLE**

Electrical & Instrumentation Trainer / Assessor

**ACCOUNTABLE TO:**

Head of Training & Education- Nuclear Skills

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

 ‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

* The role of the Electrical & Instrumentation Trainer/Assessor is to deliver, assess and where necessary offer support to learners engaged in Electrical & Instrumentation engineering courses up to level 3, in accordance with the awarding body guidelines. The main focus of this role is in the instrumentation specialism.
* The role will also include the progressive development of the Electrical & Instrumentation engineering curriculum and the material associated with its delivery.
* The role may also include other tasks as directed by the Curriculum Manager.
* The delivery and assessment of Electrical & Instrumentation engineering courses up to level 3.
* The development of Electrical & Instrumentation engineering course delivery material and ensuring compliance with awarding body standards.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To deliver and assess Electrical & Instrumentation engineering courses up to and including level three.
* To develop and maintain the current Electrical & Instrumentation engineering course material including lesson plans and schemes of work for a range of courses.
* Assist in assessing, changing curricular needs and offers plans for improvement.
* Maintain effective and efficient record keeping procedures.
* To review course content and delivery methods on a regular basis.
* Assume responsibility for meeting his/her course and learner performance goals.
* To ensure all relevant evidence of learning is accurately and correctly documented and completed for each learner.
* Provide feedback and support to learners on a one to one/ group basis.
* To assist in the overall development of the training centre.
* To assist in the delivery of course material outside of the subject of Electrical & Instrumentation engineering
* To prepare and assist in internal and external audits.
* Perform other duties and responsibilities as assigned by the Training Manager.
* To provide pastoral care and support to students

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification –** Electrical & Instrumentation Trainer / Assessor

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| Minimum Level 2 Maths and English qualification | **✓**  |  | AF / CERT  |
| Competent in domestic or industrial installation & maintenance, you will ideally hold your 18th Edition. | **✓**  |  | AF / CERT |
| Hold a level three qualification in Electrical & Instrumentation and have served a full level three apprenticeship. | **✓**  |  | AF / CERT |
| Good numeracy, literacy and computer skills | **✓**  |  | AF / CERT |
| Hold an assessor qualification or be willing to work towards attaining |  | **✓**  | AF / CERT |
| Hold a recognised teaching qualification or be willing to work towards attaining |  | **✓**  | AF / CERT |
| Experience |  |  |  |
| Have a minimum of three years’ experience in industry in Electrical & Instrumentation.  | **✓**  |  | AF / IV / AT |
| Knowledge and experience on plant and process control systems |  | **✓**  | AF / IV / AT |
| Have a sound knowledge of Electrical & Instrumentation engineering principles | **✓**  |  | AF / IV / AT |
| Communicates effectively, both orally, and in writing, with learners, employers and other professionals | **✓**  |  | AF / IV / AT |
| Experience of delivering and developing Electrical & Instrumentation Engineering courses |  | **✓**  | AF / IV / AT |
| An understanding of the Advanced Apprenticeship Framework and the funding process |  | **✓** | AF / IV / AT |
| Knowledge of alternative teaching/learning options |  | **✓** | AF / IV / AT |
| An intermediate level of understanding of MS office applications |  | **✓** | AF / IV / AT |
| Experience of Training Needs Analysis and Programme Design |  | **✓** | AF / IV / AT |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all  | **✓**  |   | AF / AT / IV  |
| Welcome suggestions for improving standards and offer suggest improvements  | **✓**  |   | AF / AT / IV  |
| Act as a team player  | **✓**  |   | AF / AT / IV  |
| Accept responsibility for personal activities within agreed parameters   | **✓**  |   | AF / AT / IV  |
| Display a high standard of personal integrity   | **✓**  |   | AF / AT / IV  |
| Demonstrate a good understanding of and positive commitment to organisational objectives  |  **✓**  |   | AF / AT / IV  |
| Communication |  |  |  |
|  | **✓**  |  | AF / AT / IV |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner   | **✓**  |   | AT/ IV  |
| Analytical & Decision Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems  | **✓**  |   |  AT / IV  |
| Organised and attentive to detail  | **✓**  |   | AT / IV  |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand  | **✓**  |   | AT / IV  |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students  | **✓**  |   | AT / IV  |
| Develops relationships with internal customers and gains their respect  | **✓**  |   | IV  |
| Treats internal customers fairly and in a non-discriminatory manner  | **✓**  |   | IV  |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output  | **✓**  |   | AT / IV  |
| Ability to prioritise own work, multi-task and shift priorities  | **✓**  |   | AT / IV  |
| Proactive in taking action to achieve goals  | **✓**  |   | AT / IV  |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview