**Job Description – Mechanical Trainer / Assessor**

**JOB TITLE**

Mechanical Trainer / Assessor

**ACCOUNTABLE TO:**

Centre Manager

**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 a Mechanical Trainer / Assessor is to assess learners against the skills, knowledge and behavioural competencies laid out in their Apprenticeship Standard, up to Level 3.
* The role will include the delivery of coaching sessions to support learners in completion of the apprenticeship. This will take the form of regular progress review meetings with both learners and their employers.
* The role will also require you to support the progressive development of the apprenticeship assessment / training materials. Working in conjunction with the engineering delivery team.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To deliver and assess Mechanical Engineering courses up to and including level three.
* To develop and maintain the current Mechanical 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 Mechanical engineering
* To prepare and assist in internal and external audits.
* Perform other duties and responsibilities as assigned by the Curriculum 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 –** Mechanical Trainer / Assessor

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| A minimum Level 3 qualification in Mechanical Engineering | **✓**  |  | AF / CERT  |
| A Minimum L2 qualification in Maths & English | **✓**  |  |  |
| Hold a recognised teaching qualification or be willing to work towards attaining one.  |  | **✓**  |  |
| Ability to travel throughout West Cumbria | **✓**  |   | AF / IV |
| Hold an assessor qualification or be willing to work towards attaining one.  |  | **✓**  |  |
| Experience |  |  |  |
| Relevant industry experience as a Mechanical Engineer | **✓**  |  | AF / IV / AT |
| Good knowledge of Microsoft applications and IT systems | **✓**  |  | AF / IV / AT |
| Able to communicate effectively, both orally and in writing, with learners, employers and other professionals | **✓**  |  | AF / IV / AT |
| Knowledge and experience on plant and process control systems |  | **✓**  | AF / IV / AT |
| Experience of delivering and developing Mechanical 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 |  |  |  |
| 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