



Herefordshire and Worcestershire Group Training Association

JOB DESCRIPTION Engineering Instructor Hereford and Worcester

Responsible to: Engineering Operations Manager

Purpose: To assist in the successful and viable operation of the Association's Engineering Training Centre. To provide a high standard of training, development and service to all learners (Apprentice and Fee paying)

General Duties and Responsibilities

1. Maintain training standards within the allocated departments to those laid down by appropriate bodies, such as SEMTA, EAL and the Education Skills Funding Agency etc
2. Prepare syllabuses with supportive methods and session plans, training specifications, assessment methods, records and programmes to meet the training needs of Group Member Companies and to conform to the requirements of national organisations such as SEMTA.
3. Instruct, train and assess learners to achieve standards as laid down in appropriate training specifications.
4. Monitor and assess learners in the workplace, ensuring efficient progress is maintained and poor learner performance and/or progress is managed effectively.
5. Carry out assessment activities in line with awarding body guidelines.
6. Record learners' progress and attainment of standards.
7. Assist organisations in identifying training needs, designing and organising training solutions and delivering appropriate training and monitoring of successful conclusions.
8. Carry out risk and COSHH assessments within allocated departments. Monitor and report on safety within employer premises.
9. Achieve agreed individual targets allocated from the Business and Development Plan objectives, plus any personal development plan targets and contribute generally towards the achievements of the objectives of the Association.
10. Maintain safety standards in line with the Health & Safety at Work Act and other appropriate legislation.
11. Carry out duties in line with
 - a) the Association's Equality and Diversity policy
 - b) self-assessment and other relevant quality procedures
 - c) the Association's Health and Safety and safeguarding policy

d) the Associations purpose and core values

12. Maintain allocated departments and associated plant, resource and equipment to a safe and efficient level.
13. Respond promptly and effectively to requests for information and assistance.
14. Take appropriate action for updating and self-development on all matters associated with training to improve personal effectiveness.
15. Act as an excellent role model for Apprentice learners and as an excellent ambassador for HWGTA with all external contacts.
16. Undertake all reasonable requests from the Engineering Operations Manager for work activities.

Additional Responsibilities

- A. Attend Apprentice residential events and support Apprentice physical training where appropriate.

Limits of Authority

Any change to systems, procedure and guidelines should be authorised by a manager

Purchases on behalf of the business shall be made following the operation's specific guidelines and restrictions

Confidentiality

Any breach of confidentiality will be treated as a disciplinary matter.

Supporting Documentation

- Contract of employment
- HWGTA Staff handbook
- HWGTA Policies and Procedures



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PERSON SPECIFICATION Engineering Instructor

Quality	Essential	Desirable	Disqualifier
1. Qualifications	NVO or City and Guilds Level 3 or equivalent in Relative Discipline. or 5 years' experience in equivalent level to skilled status in relative discipline DBS (Disclosure & Barring Service) clearance	Full Apprenticeship gained Teaching or instructing qualification eg PGCE, Cert Ed, PTTLs, DTTLs Assessment qualification eg D32, D33, A1, TAQA or equivalent Verifier qualifications eg D34, V1 or equivalent	DBS (Disclosure & Barring Service) rejection
2. Previous experience	At least 5 - 10 years' experience in industry in relative discipline	Training Assessment Mentoring	
3. Abilities	Confident working on a variety of machinery, processes and equipment. Good written communication skills Good verbal communication skills Good IT skills	Evidence of creative flair and imagination Strong supplementary engineering skills	Lack of proficiency in English or numeracy
4. Special aptitudes	Excellent interpersonal and communication skills Confidence with working with people	Sensitive to client needs Tactful Able to respond to wide range of personnel	Unwilling to develop own competence on continuous basis
5. Disposition	Confident Approachable Conscientious Good team-player Flexible Capable of independent working	Able to mix with all ages Fair Good listener	Unwilling to undertake job related training
6. Circumstances	Car driver Full licence	Clean driving licence	Inability to work beyond core hours when required Inability to work in both Hereford and Worcester when required

Please note that some of the elements in the essential category will be evaluated at initial screening of applications and some will be evaluated at interview. Categories 1, 2 and 3 will be used for initial screening ahead of the interview stage