

## **JOB DESCRIPTION**

### **Engineering Instructor**

- Responsible to:** Engineering Manager – Training Centres
- Purpose:** To deliver effective, dynamic and high-quality training to apprentice and full cost learners
- To support achievement of the HWGTA Apprenticeship Programme Goals for all apprentices

#### **Role Specific Duties**

- Contribute to well sequenced curriculum planning for the specified apprenticeship programme, in liaison with line managers and colleagues
- Create or refresh delivery planning documentation, such as schemes of work and lesson plans, to meet the training needs of customers and to conform to the requirements of external agencies such as awarding bodies
- Update training delivery skills, through an ongoing CPD programme
- Review initial assessment records of all relevant learners to ensure understanding of learning and support needs
- Ensure delivery is:
  - a) Appropriate to the learning group and make suitable adjustments where required to accommodate learning and support needs
  - b) Relevant to the qualification
  - c) Engaging and dynamic
- Ensure learners know:
  - d) Learning outcomes – short and long term
  - e) Assessment expectations
  - f) Behaviour and conduct expectations (as set out in the apprentice code of conduct)
- Motivate and support learners to optimise their potential
- Ensure training environment is safe and fit for purpose
- Give timely and constructive feedback to learners, both in delivery sessions and through written or verbal means, when work is submitted for tutor review/assessment
- Deal with behavioural and conduct issues constructively, consistently and fairly
- Track and record progress and attendance, using specified documentation and/or software platforms
- Provide written or verbal feedback for HWGTA colleagues and/or employers
- Prepare learners for assessment

#### **Vocational Area Specific Duties**

- Carry out risk and COSHH assessments within allocated departments
- Carry out learning reviews with apprentices at regular intervals during off the job training
- Ensure department is adequately resourced for learners through ordering components and materials
- Attend apprentice residential activity events where required
- Support apprentice physical training where appropriate

### All Staff Duties

- Achieve agreed targets as specified in the HWGTA Strategic Plan, Quality Improvement Plan, Budget, plus any personal development plan targets and contribute generally towards the achievements of the objectives of the Association
- Respond promptly and effectively to requests for information and assistance from customers, managers, and colleagues
- Maintain safety standards in line with the Health & Safety at Work Act and other appropriate legislation
- Carry out duties in line with
  - Equality, Diversity and Inclusion policy
  - Safeguarding policy (including safer recruitment)
  - Sexual Harassment and Abuse policy
  - Health and Safety policy
  - GDPR, data protection and confidentiality policies
  - Apprenticeship Programme Goals
  - Purpose and core values
  - Self-assessment and strategic plan
  - Other relevant quality procedures
- Act as a positive role model for apprentice learners and as an excellent ambassador for HWGTA with all external contacts
- Maintain the image and reputation of the Association within the membership and all associated organisations, customers and general public
- Take appropriate action for self-development to improve personal effectiveness
- Undertake all reasonable requests from the Chief Executive and the Line Manager for work activities
- Where any significant work responsibilities emerge, these will be discussed and negotiated with individuals in advance, taking into account current workload and documented separately

### Additional Responsibilities

### Limits of Authority

- Any change to systems, procedure and guidelines should be authorised by the Line Manager
- Purchases on behalf of the business shall be made following the operation's specific guidelines and restrictions
- Apprentice formal disciplinary action (in relation to the apprenticeship programme) should be authorised by the Line Manager

### Supporting Documentation

- Statement of employment
- HWGTA Staff handbook
- HWGTA Staff Code of Conduct
- HWGTA Policies and Procedures

**Person Specification  
Engineering Instructor**

Quality	Essential	Desirable	Disqualifier
<b>1. Qualifications</b>	Level 3 or above qualification in the relevant engineering specialism DBS (Disclosure & Barring Service)	Assessor qualifications Verifier qualifications Training qualification	DBS (Disclosure & Barring Service) rejection
<b>2. Previous Experience</b>	At least 5 years' experience in a Manufacturing/Engineering workplace	Apprentice Trained	
<b>3. Skills, Knowledge and Abilities</b>	Excellent written and verbal communication skills Excellent interpersonal skills Proficient in the use of IT including Microsoft Office software	Knowledge of AME qualifications Knowledge of apprenticeship standards and frameworks Good knowledge of Safeguarding, Prevent and British Values	Lack of proficiency in English or numeracy
<b>4. Personal Attributes</b>	Confidence when working with people of all ages and abilities Capable of independent working Assertive Decisive Flexible Good time management	Sensitive to client needs Tactful Resilient Problem Solver	Unwilling to develop own competence on continuous basis
<b>5. Circumstances</b>	Full driving licence Flexibility to work outside normal hours to attend events		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