

## Job Description

<b>Job Title</b>	Electrical Technical Instructor
<b>Department</b>	Construction & Technical Apprenticeships
<b>Reporting to:</b>	Apprenticeship Learning Area Manager
<b>Main Purpose of the role</b>	
<p>Electrical Technical Instructors are responsible for the maintenance and servicing of specialist equipment and facilities, ordering and preparation of tools and materials, for providing technical support in the teaching and learning process to include supporting and supervising students in the workshop.</p> <p>As an instructor you will be expected to support the practical assessing of apprentices in the workshop, supervise and teach small groups of students towards the progression of their practical assessment criteria and in preparation for end point assessment.</p> <p>It is expected that technical instructors will have recent industry experience in the area of electrical installation and/or testing. They need to have achieved 17th or 18th edition electrical qualification and have a willingness to undertake further training and development relevant to the role.</p>	
<b>Key Tasks / responsibilities:</b>	

All tasks to be carried out in a Total Quality manner, consistent with the Corporations culture.

1. Work closely with the Apprenticeship Learning Area Manager, Team Leaders and Lecturer Assessors to provide workshop support to learners during teaching of practical sessions.
2. Assist with the supervision and support of students when using workshops and when undertaking assessments.
3. Supervising and teaching small groups of students.
4. Support the practical assessing of apprentices in the workshop.
5. To plan, prepare and facilitate end point assessment preparation for Electrical Apprentices.
6. Liaise with Training Officers and support with the completion of regular progress reviews with both learner and employer. Ensuring employers are fully aware of achievements and/or issues, plus support interventions available to aid success.
7. Liaise with staff delivering other elements of the apprenticeship, including Lecturer Assessors, learning support and functions skills, to ensure an effective holistic programme for the apprentice.
8. Maintain accurate records of learning progress, tracking and achievement.

9. Meet regularly with Team Leaders and/or Lecturer Assessors to establish tool and material requirements for practical sessions, ensuring that workshops are set-up in preparation for delivery of practical sessions.
10. Track and monitor tool and material usage within a department and inform operations manager of all order requirements.
11. Support Lecturer Assessors, Team Leaders and Apprentices to maintain workshop areas to include, but not limited to the health and safety practices of the workshop environment, general tidiness of the area and ensuring equipment and fixtures are in good repair.
12. Undertake routine checks required to ensure compliance with health and safety regulations, recording the outcome of any such checks and reporting any risks to relevant members of staff.
13. Undertake such other work as may be required, commensurate with the grade

### **Role Dimensions**

- This post reports to the Apprenticeship Learning Area Manager – Construction Technical
- The role will require the successful employee to work across both Horizon 38 and Stroud Campuses.
- Must have regular use of a vehicle.
- May require an element of early, late and weekend working to suit availability of learners undertaking qualifications.
- Flexibility to deal with varying abilities and needs of learners.
- The role will involve working with a case load of apprentices across the apprenticeship area. •  
The post has no budgetary responsibility

### **Key Interfaces**

- Key interfaces include: Operations Manager, Apprenticeship Learning Area Managers, Assistant Principal, Health and Safety Manager, Team Leader, Lecturer Assessors
- Training Officers, Learner Support, Learner Services, Functional Skills Department •  
Apprentices
- External contacts also include employers, parents and guardians of apprentices
- Local Interest Groups
- Wellbeing Mentor

### **Supporting College Goals and Values – all roles**

<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.</li> <li>Promoting the image of the College as one that is committed to the highest standards of delivery and service.</li> </ul>					
<ul style="list-style-type: none"> <li>Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.</li> <li>Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.</li> <li>Promoting and implementing best practice in Health and Safety,</li> </ul>					
<b>Measurable Performance Standards for this role</b>					
<ul style="list-style-type: none"> <li>Apprentice support including all facets of performance</li> <li>Apprenticeship retention and achievement rates</li> <li>Apprentice and employer satisfaction rates of 95%</li> </ul>					
<b>Level of Disclosure and Barring (DBS) disclosure required</b>					
Enhanced without barred list checks,					
<b>Author and Date</b>					
Trudy Hillier, 13 <sup>th</sup> November 2023.					
<b>Job Evaluation (for HR Completion)</b>					
<b>Score</b>		<b>Profile</b>		<b>Level</b>	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Person Specification Electrical Workshop Instructor & Technician



Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
GCSE English & Maths Grade C or equivalent	✓		Application form
NVQ Level 3 in Electrical Installation (Building Services) qualification / or relevant industry qualification.	✓		Application form and certificate
Inspection and Testing, Certification and Verification qualification		✓	Application form and certificate
18 <sup>th</sup> Edition Building Regulations (2018 or 2022) or equivalent		✓	Application form and certificate
ECS Health and Safety Qualification	✓		Application form and certificate
First Aid at Work qualification (or willingness to work towards)	✓		Application form, certificate and interview

Award in Education and Training (AET) and/or TAQA Assessor qualifications (or willingness to work towards)	✓		Application form, certificate and interview
<b>Experience and knowledge</b>			
Minimum of 5 years industry experience in Electrical Installation (Building Services	✓		Application form, interview
Knowledge of the Electrical Industry	✓		Application form, interview
Experience working within apprenticeship provision		✓	Application form, interview

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
<b>Skills and abilities</b>			
Excellent organisational and administrative skills	✓		Interview
Excellent oral and written communication skills	✓		Interview
IT literate		✓	Interview
<b>Essential College attributes</b>			

<b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
<b>Influencing skills:</b> The ability to persuade others.	✓		Application form/ interview
<b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
<b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
<b>Circumstances of role (if applicable)</b>			
Must be willing to undertake appropriate training and staff development to contribute to CPD	✓		Application and interview.
Must be prepared to work flexibly to meet business needs	✓		Application and interview.
Hold a full current driving licence	✓		Application and interview.
Have access to a vehicle at all times for the purpose of work	✓		Application and interview.
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Hold Car insurance to cover business use	✓		Application and interview.

Ability to obtain and maintain a satisfactory Disclosure and Barring Certificate.	✓		Application and interview.
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