BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title :** Instructor

**Department :** Engineering

**Reporting to :** Course Leader

**Grade** : INS2

**Summary of the Post**

To work with a Course Leader or Manager and to prepare and deliver teaching or instruction to individual students or groups of learners and undertake technician support where necessary.

**Main Duties**

* To deliver teaching, instruction and support for students, which includes instruction to individual students or groups of learners in a workshop, studio, practical or realistic work environment as directed by a Course Leader or manager.
* To prepare teaching materials as required and as directed by a Course Leader or manager.
* To select appropriate materials from the range available.
* To assess work within their programmes in order to support student progress.
* To ensure that all documentation is current and appropriate.
* To utilise methods and styles of support consistent with programme aims and learners’ personal goals as directed.
* To provide cover in the absence of a colleague (where work has been set for the learners)
* To undertake induction and health and safety instruction as appropriate.
  + To organise and oversee “drop in” learning areas as required.
* To assist in monitoring individual learning plans for learners and contribute to their updating.
  + To carry out initial assessments of learners to inform planning.
* To promote good working relations to foster learning.
* To establish and maintain a learning environment that is appropriate to the learner groups.

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies.
* Participate in relevant and appropriate training and development as required.
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Specific Duties**

Support and deliver practical skills development and demonstrations as part of motor vehicle courses. Work safely at all times and ensure students are made aware of safe working practices and adhere to the standard methods of working used in the automotive industry. Ensure the documentation for practical tasks is completed to the agreed standard and in the timeframes agreed. Effectively communicate with other staff completing practical activities to ensure high standards of practical work are achieved and resources are managed effectively. Work with teaching staff and course leaders to support effective delivery and contribute in meetings to ensure the communication of student progress is accurate and timely.

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, polices and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant polices and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 – Instructor**

**Guidance Notes**: Please detail the Essential and Desirable criteria for the specific post that is being advertised. This document will form part of the advertisement and recruitment pack to candidates. If an applicant does not meet all the criteria listed as ‘Essential’ they should not be interviewed.

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| **Specification** |  | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | ET1  ET2  ET3  ET4  ET5 | Relevant Level 3 Motor Vehicle qualification  Level 4 teaching qualification (or willingness to work towards)  GCSE Maths and English (or equivalent Level 2 qualification)  Internal Verifier Award  Assessor qualification | Essential  Essential  Essential  Desirable  Desirable | Application Form  Application Form  Application Form  Application Form  Application Form |
| **Work Experience**  Ability to undertake duties of the post | WE1  WE2  WE3 | Relevant industry experience working within an automotive industry  Experience mentoring others or delivering practical training within the automotive industry  Experience of carrying out initial and diagnostic assessments | Essential  Essential  Desirable | Application Form  Interview  Application Form  Interview  Application Form  Interview |
| **Skills and Knowledge**  Includes abilities and intellect | SK1  SK2  SK2 | Ability to communicate at all levels  Ability to train and assess students  Ability to make use of appropriate ILT | Essential  Essential  Essential | Interview /  task  Interview /  task  Interview /  task |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the EQUALITY Act) | PQ1  PQ2  PQ3  PQ4 | 1. Motivational, positive and enthusiastic approach 2. Proactive and self-motivated 3. Ability to embrace change 4. Good team working skills | Essential  Essential  Essential  Essential | Interview /  Task  Interview /  Task  Interview /  Task  Interview /  Task |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | CH1  CH2  CH3 | Motivation to work with children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults  Emotional resilience with challenging behaviours | Essential  Essential  Essential | Interview / References / DBS Check  Interview / References / DBS Check  Interview / References / DBS Check |