

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

An Equal Opportunities Employer

APPOINTMENT OF INSTRUCTOR – ELECTRICAL INSTALLATION

FULL TIME, PERMANENT

Hartlepool College of Further Education seeks to appoint an enthusiastic and proactive Instructor who can offer practical instruction, demonstration and curriculum development in electrical installation and related subjects across a range of ability. This exciting opportunity offers an ambitious and committed individual the chance to join this forward-looking college as it embraces change and strives to become outstanding whilst transforming students' lives.

Applicants should have relevant vocational/industry qualification and experience (minimum level 3 qualification / time-served apprenticeship).

Applicants must possess or be willing to obtain a teaching qualification, and be prepared to work positively as part of a team.

We will support new entrants into this position and welcome a discussion with applicants also looking for a career change. The college is also keen to develop its staff and envisages future progression opportunities in to Lecturing positions in this area.

Salary up to £26,478 per annum

For full details and application forms please go to www.hartlepoolfe.ac.uk/jobvacancies, or contact Human Resources on 01429 404026.

Completed application forms must be returned by **09:00 on 21 January 2020**.

Hartlepool College of Further Education is firmly committed to embedding and promoting a safeguarding culture, and adopts safer recruitment practices. Therefore all appointments will be subject to thorough pre-employment checks including an Enhanced Disclosure and Barring Service Check and references.

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Hartlepool College is a medium sized institution with an annual enrolment of approximately 4500 students. The College operates with an Executive Committee of four, and is organised into seven academic delivery schools.

The Schools include:

- Construction and the Built Environment
- Engineering
- English and Mathematics
- Fabrication, Welding and Automotive
- Health, Care and Education
- Professional and Creative Studies
- Service Industries

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JOB DESCRIPTION

POST TITLE	-	Instructor – Electrical Installation
REPORTING TO	-	Head of School – Engineering
SALARY	-	Up to £26,478 per annum HPS [points 23 – 27]
HOURS	-	37 hours per week
HOLIDAYS	-	29 days per year plus bank holidays

THE SPECIFIC NATURE OF THE ROLE

The post-holder will be responsible and accountable to undertake work-based assessments and monitor students' progress and deliver instruction and teaching to students as required. Applicants need to be qualified to at least NVQ level 3, or equivalent, in a relevant vocational qualification and must hold, or be working towards an Assessor Award. A full driving licence and access to own transport is essential. Excellent verbal and written communication skills are also essential. The post-holder is expected to be an excellent team player and embrace the College's RESPECT values.

MAIN DUTIES AND RESPONSIBILITIES

- Carrying out teaching and assessments in the workplace or realistic working environment (eg workshops)
- Maintain the workshop, tools, stores and area to 5S standards
- Deliver underpinning knowledge and understanding for vocational qualifications and deliver good or better teaching, learning and assessment that responds to individual learner needs
- Assessing and tracking learners progress against range, unit/module and qualification achievement
- Deliver workshops as required and assist with portfolio completion
- Planning and implementing assessment/training plans in order that learners achieve qualifications
- Conducting progress reviews with learners and ensuring that follow-up action is taken to address areas of concern
- Providing support and guidance to learners
- Preparation of learning resources and learner assessment materials
- Administration duties, for example maintaining learner records
- Participating in divisional and team meetings
- To support and develop ICT, ILT and the VLE in the workplace
- Engage in personal and professional development
- Work as a responsive team member in the sector and the school as a whole
- To promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees
- To perform such duties consistent with the position as may be required by the Principalship from time to time

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PERSON SPECIFICATION

POST TITLE - Instructor – Electrical Installation

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
Holds a Level 3 or equivalent relevant qualification or time-served apprenticeship	E	i, iii
Relevant industrial experience	E	i, iii
Holds an assessor qualification	D	i
Holds an IV / IQA qualification	D	i
Is willing to undertake education and training to acquire all relevant qualifications for the post	E	i, iii
Has excellent communication skills, enjoys working in a busy and supportive team, and is able to relate well both to company management and supervisory staff, and to young people	E	i, ii, iii
Is IT competent	E	ii

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview

Approved _____ Principal

Head of School

Post Holder

Date