

# Job Description

**Title:** Engineering Tutor/Trainer

**Location:** Norwich

**Reporting To:** Programme Manager

**Division:** Tutor

**Hours of Work:** Full Time or Part Time

**Holiday:** 28 days per year includes bank holidays

## About us:

We are a leading provider of vocational education and training, committed to empowering learners to achieve their career goals. Our dynamic team is dedicated to delivering high-quality teaching and support to help learners succeed in their chosen field.

## Summary of Role:

We are looking for an engineering tutor to join our team and help our learners succeed. With a passion for training and skills you will plan and deliver a range of programmes including short courses, study programmes and apprenticeships.

Candidates should have relevant engineering experience, including the competency of using manual lathes, CNC and milling operation. They should hold a teaching/assessing qualification or be prepared to work towards obtaining these.

## Role Responsibilities:

- Be actively involved in and support the recruitment, sign-up, induction and initial assessment of learners.
- Promote and hold high expectations of all students and what they can achieve.
- Liaise with employers and apprentices to develop learning and delivery plans that meet the needs, and support timely achievement.
- Support learners to enhance their soft skills and progress within the workplace.
- Contribute to the development and formative assessment of learners to ensure that learning meets individual needs.
- Maintain a safe learning environment, supporting learners in understanding how to keep themselves, and others, safe and notifying management of any risks.
- Promote the fundamental British values of democracy; the rule of law; individual liberty; the mutual respect and tolerance of those with different faiths and beliefs.
- Deliver outstanding learning and assessment through creative methods.
- Support learners to engage and develop maths and English skills through use of BKSB.

- Undertake effective progress reviews and set SMART targets with employers and learners to monitor progress and support development and timely achievement.
- Support learners to undertake practical assessments, providing the relevant paperwork and record keeping to comply with awarding body and end-point assessment requirements.
- Ensure full quality compliance with OneFile e-portfolio system to support learners' timely progress and meet Awarding Body, SFA and Ofsted requirements.
- Undertake, and support programme colleagues with the administration of delivery.
- Comply with agreed learner retention, attendance and success measure processes.
- Participate in, and drive your own, development activity including achievement of the Award in Education and Training (AET).

# Personal Specification

## Education & Qualifications:

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### *Essential*

- Teaching qualification e.g. PGCE/ Cert Ed or equivalent or willing to work towards within an agreed timescale
- A&V Awards (or equivalent Assessor/ Verifier qualifications) or willing to work towards within an agreed timescale
- Be occupationally competent or have recent relevant experience in a number of the specific teaching areas (including use of manual lathes, CMC and milling operation)
- Level 3 in either Maths, English or ICT, Level 2 in the remaining.

### *Desirable*

- Hold a Level 4 TAQA qualification
- Degree at Honours level in a related subject
- Experience of delivery of Functional Skills (English and Mathematics)

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## Personal Attributes

- Presentable and professional appearance
- Ability to work as part of a team
- Ability to work to quality standards
- Excellent interpersonal skills
- Approachable
- Person centred approach
- The capacity to communicate effectively both verbally and in the written word at all levels
- Enthusiastic and self-motivated
- Ability and willingness to work flexibly

## General:

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- An understanding of and positive approach towards 'safeguarding' and a willingness to embed within the Training Provider
- An understanding of health and safety requirements of a working environment and willing to fully implement all aspects
- An understanding of equal opportunities issues and willing to positively promote equality, diversity and inclusion within an educational context
- Willing to apply for Disclosure and Barring Service clearance at Enhanced level
- Willing to complete external work placement visits

## Other:

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- Possess a current driving licence or willing to travel as required by other means

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*This position is likely to involve working with young and vulnerable people and is therefore exempt from the Rehabilitation of Offenders Act 1974. If selected for interview, applicants will be given the opportunity to provide information on any previous convictions including those, which, in other circumstances, would be thought of as spent. Any information will be kept confidential, will only be disclosed to relevant and sufficiently senior parties and may not necessarily prevent a person undertaking the role. The successful applicant will be expected to undertake an enhanced Disclosure and Barring Service (DBS) check which must be renewed every five years.*

## Apply...

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To apply please complete the application pack and return to [staff.recruitment@poultec.co.uk](mailto:staff.recruitment@poultec.co.uk)