



Vision Business Support Services is a subsidiary company of West Nottinghamshire College

Trainer: Fabrication and Welding Workshop Controller
Directorate of Engineering and Motor Vehicle
Ref: VBSS22.03

1. The Appointment

Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group, VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.

We are seeking to recruit enthusiastic and dynamic individuals to be part of our fabrication and welding team, to deliver and assess across a range of programmes. You will plan, deliver and assess students on vocational programmes with a particular focus on the commercial activities through our learning companies. You will lead on this aspect of the curriculum and have autonomy/ownership for the generation of learning activity through this role

The ideal candidate should have:-

- Appropriate vocational qualifications to at least NVQ level 3 or equivalent
- Have, or be willing to work towards Assessor qualifications i.e.; A1 and V1 awards or equivalent
- Have, or be willing to work towards a teaching qualification
- Excellent interpersonal, communication and administrative skills
- The ability to work as part of a team
- A flexible and professional attitude
- Experience of teaching within an FE environment or current industrial experience
- The ability to work with learners of all ages and abilities in various learning environments.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy.

You will be a role model for college learners and will work to the classroom professional standards.

There will be the opportunity to contribute pro-actively to the Directorate in promoting a positive learning experience for all our learners.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To deliver training and assessment within the Fabrication and Welding department to apprentices and full-time learners including those in the learning company.

- b) To deliver and develop the learning company curriculum with groups of learners across the Fabrication and Welding department.
- c) Support teachers and candidates to build a portfolio of skills to meet the standards set by awarding body, either electronic or paper based portfolios.
- d) Support completion of learner files to show progress.
- e) Take part in regular training to develop role.
- f) Will be required to be flexible towards any additional management requests.
- g) To develop best practice in learning, teaching and assessment ensuring standardisation and continuity.
- h) To assess learners according to established guidelines.
- i) To manage the stock and equipment in the Fabrication and Welding departments.
- j) To manage and run the MOT test centre and associated courses in partnership with DVSA, other teachers and industry professionals as appropriate.

2.2 Other Responsibilities

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Level 3 qualification within relevant vocational sector	✓	
Assessor Award (or willing to work towards)	✓	
Verifier Award (or willing to work towards)		✓
Certificate in Teaching in the Lifelong Learning Sector (CTLLs) or equivalent - Level 4 teaching qualification		✓

	Essential	Desirable
English to at least level 2	✓	
Maths to at least level 2	✓	
IT qualifications/experience	✓	
Experience		
Current experience of delivering learning in an educational sector	✓	
Evidence of delivering high quality and effective learning experience	✓	
Evidence of providing learning to groups and individuals	✓	
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience	✓	
Recent relevant experience of working within an appropriate vocational environment		✓
Ability to deliver results within a pressured environment (evidenced)	✓	
Excellent communication skills, including the ability to influence others	✓	
Ability to build positive relationships	✓	
Self-managing/reflective	✓	
Ability to plan and prioritise	✓	
Act as an effective professional ambassador of the college	✓	
Understanding of the changing sector requirements		✓
Knowledge and awareness of DDA legislation and inclusion agenda		✓
Knowledge of current national and international initiatives and how they are interpreted into the college's strategic plan		✓
Ability to plan, execute and evaluate activities	✓	
Skills /Knowledge		
Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility	✓	
An understanding of safeguarding and its importance within the college	✓	
Evidence of understanding of differences between assessment and evaluation	✓	
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	

	Essential	Desirable
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	

4. Position within the College

The post holder will report directly to the Head of Department of Motor Vehicle and Fabrication and Welding.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services Contract and is subject to those terms and conditions.
- b) The salary will be £26,914 per annum.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You will be entitled to 25 days leave, plus bank holidays and up to 4 concessionary days.
- e) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to submit an expression of interest by **5pm on Sunday 30th January 2022**.

www.wnc.ac.uk/vacancies

THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £44.

It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.