

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

**Trainer Electrical Installations
Construction and Engineering
VBSS22.46**

1. The Appointment

We are seeking to recruit enthusiastic and dynamic individuals to be part of our electrical installations team, to deliver and assess across a range of programmes. You will plan, deliver and assess identified vocational programmes including commercial activities and drive developments within the area, supporting trainees to achieve on a range of programmes.

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 V 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 and develop electrical installations and related programmes of study for groups of learners in college (for example functional skills, tutorials etc.).
- b) Support candidates to build a portfolio to meet the standards set by awarding body, either electronic or paper based portfolios.
- c) Complete learner files to show progression.
- d) Take part in regular training to develop role.

- e) Will be required to be flexible towards any additional management requests.
- f) To develop best practice in learning, teaching and assessment ensuring standardisation and continuity.
- g) To assess learners according to established guidelines.

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		✓
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		✓

	Essential	Desirable
Producing and presenting information and reports using a variety of methods	✓	
Ability to plan, execute and evaluate activities	✓	
Identify, interpret and apply knowledge and information	✓	
Ability to analyse information and situations and recommend ways forward	✓	
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	✓	
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 be part of Construction and Engineering Directorate and will report directly to a Head of Department.

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, pro rata. Up to 5 days leave can be directed for efficiency closure.
- e) The Company operates a Scottish Widows Group Personal Pension Plan.
- f) 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 complete an online application form by **5pm on 26th June 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 £46.50.

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.