Luminate EDUCATION GROUP

Job Description

Group Member:		Leeds City College	
Job Title:		Teaching Facilitator - Engineering and Manufacturing	
Reports to:		Deputy Head of Department	
Job Grade	T1	**Department**	Engineering & Manufacturing

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Instruct, train and assess learners' vocational skills at various levels across a specialism of expertise.
2. Responsible for recording student progress and supporting students to achieve targets.

CORE RESPONSIBILITIES:

1. Ensure the preparation, delivery and setting up of all equipment (where necessary) for use by staff and students including related paperwork for practical sessions.
2. Ensure that workshops/ teaching spaces and all equipment used are kept clean, tidy and in a safe condition.
3. Carry out routine and non-routine checking and fault investigation of all commonly used equipment and report to the manager in cases where replacements/further investigation might be required. Final
4. Monitor stock supplies, especially those in frequent use and inform manager when further supplies are needed or if appropriate order stock.
5. Be responsible for the safe storage of equipment and materials. Understanding of the correct disposal of waste and hazardous materials, according to the relevant regulation's guidelines and school procedures and in line with Health and Safety good practice.
6. Consult with delivery staff for guidance on workshop teaching in which known hazardous materials are to be used or uncommon usage is requested.
7. Assist in the preparation of equipment and materials for examinations.
8. Plan, prepare and create training, skills development and assessment plans in accordance with quality standards.
9. To deliver quality training and assessment in appropriate environments to achieve successful outcomes for learners and employers.
10. Supervise learner work experience and/or placements.
11. Assess student work, provide feedback to help the learner improve and record learner's progress.

12. Create targets and track, monitor and record progress against them. Implement interventions where needed.
13. Build positive relationships with learners and provide support to ensure successful outcomes.
14. Maintain CPD in subject specialist knowledge and skills, as well as training and assessment, to ensure training and assessment conforms to current best practice.
15. Maintain quality standards.
16. Completion of administration tasks related to the role.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.

Act with honesty and integrity to maintain high standards of ethics and professional standards.

- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness
Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership
Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment
Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative
Proactively seeking opportunities to create synergies and positive outcomes for all

Passion
Encouraging all to have aspiration and passion in everything they do.

Creative
Always hungry to learn and looking ahead so we can be responsive

HARROGATE COLLEGE | Keighley College | LEEDS CITY COLLEGE | LEEDS CONSERVATOIRE | Leeds Sixth Form College | Pudsey Sixth Form College | University Centre Leeds

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Person Specification

Job Title:	Teaching Facilitator

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. Level 2 Literacy and Numeracy qualification or equivalent.	A / C
E	Q2. Appropriate level 2 qualification or willingness to work towards this e.g. Level 2 apprenticeship in Engineering	A / C
D	Q3. Appropriate level 3 teaching qualification e.g. Level 3 Award in Education and Training, PTTLS (or willingness to work towards)	A / C
D	Q4. Level 3 qualification in a related subject.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
D	EK1. Experience of delivery of training/ instructing groups and assessing learning.	A / I / P

E	EK2. Experience of working in industry within at least one of the relevant curriculum areas relating to the role.	A / I / T
D	EK3. Experience of working with young people.	A / I / T
D	EK4. Experience of working with employers and other stakeholders.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Excellent written and verbal communication skills.	A / I / T / P
E	SC2. Ability to work effectively with learners at different levels.	A / I / T / P
E	SC3. Ability to keep accurate and timely records.	A / I / T / P
E	SC4. Excellent organisational skills, ensuring deadlines are met.	A / I / T
D	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms.	A / I / T
E	SC6. Ability to create suitable targets for individual learners to support achievement and progression.	A / I / T
E	SC7. Experience of working on machinery within a workshop environment.	A / I / T

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I

E	B5. Commitment to restorative practice approaches	I