

Job title:	Workshop Trainer
Reports to:	Group Head of Curriculum
Business area:	Construction
Responsibility for others:	No

JOB DESCRIPTION

To provide support in the workshops for the delivery of the Building Services Curriculum. On occasion, support the teaching staff with demonstrating / instructing and assessing learners involved in practical activity associated with a particular trade linked to the qualifications held.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Main duties and responsibilities:

The preparation and maintenance of materials and equipment used by students in the workshops.

To support with the dismantling of work prepared by students to maintain operational status of the workshops.

To carry out maintenance of workshops.

To ensure adequate stock levels of materials are maintained.

Implement appropriate Health and Safety and quality management and assurance systems in accordance with Group policy.

To support with the instruction of learners in practical activity.

Responsibilities of all employees:

- Demonstrate a commitment to Group values.
- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action as necessary.
- Are committed to upholding British Values, celebrating equality and diversity and maintaining a culture of respect and tolerance.

- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation at all times.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff and resources with their scope of responsibility.
- Ensure risk assessments are undertaken, updated and submitted in line with College policy.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

Context:

The Construction curriculum is delivered across two campuses, Lightwaves in the centre of Wakefield and the Castleford College. Lightwaves in the main offers a Construction Craft provision with Castleford accommodating both Craft and Building Services.

The department for Construction delivers a range of training and learning programmes covering: Bricklaying, Bench Joinery and Site Carpentry, Plastering, Electrical Installation and Plumbing. The qualifications available range from entry level to level 4 (Higher National Certificate).

We are looking for an enthusiastic professional with high standards who will be fully committed to ensuring our students achieve their full potential. The post holder must be capable of working as a member of a team with a flexible and adaptable approach to work. Whilst the hours of work are normally 22.2 hours per week, the post holder will be required to be available to complete tasks in support of the Group.

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Person Specification – Workshop Trainer		
NOTE TO APPLICANTS – please ensure you note in your application form how you meet the criteria below. This is used for shortlisting purposes.	Essential (E) Or Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications and Training		
Level 2 qualification (or equivalent) in a relevant vocational area (e.g. craft/plumbing/electrical)	Essential	Application, Interview
First Aid qualification (or willingness to achieve one within 6 months)	Essential	Application, Interview
Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential	Interview
GCSE English and Maths A* - C / 9 - 4 or equivalent	Essential	Application, Interview
Level 3 qualification (or equivalent) in a relevant vocational area (e.g. craft/plumbing/electrical)	Desirable	Application, Interview
Relevant Experience		
Wide range of experience gained within the Construction industry	Essential	Application, Interview
A range of experience specifically gained within the sector	Desirable	Application, Interview
Experience of working within a training or Further Education environment	Desirable	Application, Interview
Skills / Expertise		
Specialist vocational skills in Construction industry	Essential	Application, Interview
The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Interview, References
Additional Factors Relevant To The Post		

Must display a friendly, professional approach	Essential	Interview
Must be polite and display tact and diplomacy in dealing with all levels of staff and students	Essential	Interview
Have a flexible approach to working practices	Essential	Interview
Ability to work in a busy environment	Essential	Interview
Be a good team member	Essential	Interview
Ability to learn quickly and adapt to change	Essential	Interview
A commitment to the principles of Equality and Diversity As the Group is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview

Please note that due to the high volumes of applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.