

Job Title: Advanced Technical Trainer Bus and Coach

Responsible to: Programme Leader

Status: Permanent, 37 hours per week

Purpose of the job: To plan and deliver practical, theory instruction, and assessment to a range of learners, including Apprentices, on and off College campus to the highest of standards.

REASEHEATH COLLEGE MISSION

“Industry focused, career ready”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks and Responsibilities of your Job Role

- Plans, develops, and delivers Engineering Apprenticeship Training Academy curriculum content, consistent with college approved procedures to meet learner and customer needs.
 - Leads and guides students in a range of practical, theory and assessment activity which enhances learning and exceeds industry expectations.
 - Conducts Vocational assessment to our national programmes that meets with awarding body & College standards. Ensuring that approved processes and procedures are followed, and all conditions of funding are being met.
 - Uses digital skills to enable the smooth administration of all programmes and assessment.
 - Has a flexible approach where transferable skills and knowledge are utilised across all areas of the Engineering department.
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- Supports learners and employers using a variety of methods to maximise the apprentice’s potential.
 - Plans and implements quality assurance processes to enable consistency in training delivery, assessment and quality of provision being delivered.
 - Ensures all teaching and assessment is delivered to a consistently good/outstanding level.
 - Contributes effectively to improvement of Key Performance Indicators (KPI’s).
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- Provides educational guidance to both employers and apprentices.
 - Participates in marketing and recruitment of students and employers to attract potential learners.
 - Works closely with internal delivery partners to ensure the customer has the best experience possible.

- Builds relationships with industry and associated stakeholders to enhance the reputation of the College and maximise income streams.
- Adheres to the high standards laid out by the College in respect of health and safety, equality and diversity, safeguarding and child protection matters.
- Contributes to a high performing team within the Engineering Apprenticeships curriculum area which ensures accountability and clarity of objectives. Therefore, utilising and developing the skills, knowledge, and competencies of all staff members.
- Always conducts themselves in professional manner.
- Participates fully in personal professional development following appraisal of individual needs using knowledge and skills to develop teaching practice.
- Establishes effective working relationships with all interdependent areas of the College and industry, to support co-operative partnership working that facilitates the learner experience.
- Utilises, maintains, and develops the learning resources fully and effectively to enhance learner experience and employability.
- Optimises use of the College resources to deliver industry standard training.
- Aids the management team in the acquisition of resources to aid in delivery of all programmes.
- Works with the Curriculum Area Manager/Head of Department to ensure effective and efficient use of departmental budgets.
- Identifies cost effective methods of course delivery to ensure decisions are made with full consideration of the budgetary impact.
- Participates in full cost provision promoting the programmes available.

PLEASE NOTE

Reaseheath is an education establishment within an ever-changing service, and all staff are expected to participate constructively in the Colleges activities and adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development Review and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting employment.



Person Specification

Job Title: Advanced Technical Trainer – Bus and Coach

Knowledge, Skills & Experience	Essential / Desirable (E / D)
<ul style="list-style-type: none"> • Minimum Level 3 qualification within the vocational area. 	E
<ul style="list-style-type: none"> • A relevant teaching qualification (or willingness to work towards one). 	D
<ul style="list-style-type: none"> • Assessor award qualification (or willingness to work towards one). 	D
<ul style="list-style-type: none"> • A relevant Internal Verifier's qualification (or willingness to work towards one). 	D
<ul style="list-style-type: none"> • Level 2 Maths & English or equivalent. 	E
<ul style="list-style-type: none"> • Experience of delivering vocational training. 	D
<ul style="list-style-type: none"> • Experience in vocational assessment. 	D
<ul style="list-style-type: none"> • A period of relevant and successful time, within the vocational area focusing on equipment service, maintenance, and repair. 	E
<ul style="list-style-type: none"> • Excellent knowledge of (but not limited to) modern operating Systems such as Heavy Goods and Bus & Coach. 	E
<ul style="list-style-type: none"> • Digital skills in MS office Applications. 	E
<ul style="list-style-type: none"> • Demonstrable evidence of Continuous Professional Development 	D
<ul style="list-style-type: none"> • Demonstrable evidence of operating within a successful team supporting apprentices and others to improve skills and quality in their career development. 	D
<ul style="list-style-type: none"> • Knowledge of assessment and Internal Quality Assessment processes in line with awarding body and College requirements 	D
<ul style="list-style-type: none"> • Demonstrate an understanding of the high standards required in respect of health and safety, equality and diversity, safeguarding and child protection. 	D
<ul style="list-style-type: none"> • Ability to build relationships within the industry to forward our reputation and business opportunities. 	E
<ul style="list-style-type: none"> • Ability to act in a professional manner and in line with the organisations policies and procedures. 	E

<ul style="list-style-type: none"> • Ability to communicate and negotiate effectively with individuals at all levels including students, parents, colleagues and the wider industry. 	E
<ul style="list-style-type: none"> • Technically competent with the desire to develop inspirational and innovative teaching and learning ability. 	E
<ul style="list-style-type: none"> • Self-motivated with ability to motivate others and enthuse learners to succeed. 	E
<ul style="list-style-type: none"> • Organised, adaptable and forward thinking. 	E
<ul style="list-style-type: none"> • Ability to maximise student experience. 	E
<ul style="list-style-type: none"> • Ability to plan, develop work programmes and resources to meet the learners needs. 	E
<ul style="list-style-type: none"> • Ability to work within departmental budgetary limits. 	E

Updated: June 2021