



## **JOB DESCRIPTION**

<b>Post:</b>	<b>ENGINEERING SKILLS AND DEVELOPMENT CO-ORDINATOR</b>
<b>Responsible to:</b>	APPRENTICESHIP DELIVERY MANAGER
<b>Salary:</b>	£30,086 - £32,075 Scale 7 Point 32 - 34 Depending on qualifications and experience
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	To develop, refine and deliver Engineering learning materials in line with industry requirements and awarding body specifications to a high standard
<b>Specific Duties:</b>	<p>To take responsibility for the development of teaching materials for engineering apprenticeships and bespoke employer led training</p> <p>To provide regular and specific feedback to learners and industrial partners on progress, performance and action planning</p> <p>To deliver teaching materials to a range of learners from diverse industrial backgrounds and other groups of learners as required by the programme team leader</p> <p>To create and maintain accurate assessment records and quality assurance documentation</p> <p>To carry out work based learning assessments in various engineering sectors</p> <p>To ensure that the evidence gathered for apprenticeship frameworks are fit for purpose, timely and accurate</p> <p>To support industrial partners in the training of employees and development of their workforce</p>



**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## PERSON SPECIFICATION

### ENGINEERING SKILLS AND DEVELOPMENT CO-ORDINATOR

Ideally, the person appointed will have the following skills and experience:

- A minimum of a Level 4/5 qualification in Mechanical, Manufacturing or Aerospace Engineering
- Good recent industrial experience of working in one or more the above Engineering sectors
- Experience of teaching a range of technical Engineering subjects
- Knowledge of mechatronics, hydraulics, pneumatics, PLC / systems control
- Knowledge of computer-aided manufacturing and computer aided design
- An understanding of ISO900 or AS9100 and engineering quality assurance would be an advantage, as would previous experience of welding and fabrication processes
- Sound knowledge of health and safety practice relevant to the Engineering industry
- Good administrative and organisational skills
- Good interpersonal skills in dealing with colleagues, learners and industrial partners
- Current full clean UK driving licence
- A positive attitude and ability to solve complex problems

If you apply for a job with children, young people or vulnerable adults when you know you are on a barred list you could be fined or face a prison sentence. The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.