



North East
Better Health
at Work Award
Gold Award



Engineering Instructor/Technician

External Vacancy

Post Ref: 5933. Full Time, 37 hours per week. Permanent, £22,800.75 – £25,642.89 per annum.

We are seeking to appoint a suitably experienced instructor/technician in Engineering to make an effective contribution to the Engineering provision at our new City Centre Campus.

You will possess a high level of understanding and an awareness of specialist process in all aspects of general mechanical engineering and be particularly familiar with aspects of machining such as lathes, milling, grinding as well as general hand fitting techniques.

Adopting an innovative approach to supporting teaching, learning and assessment, you should be capable of providing highly specialist technical support and maintenance for the mechanical engineering curriculum areas, instructing on academic programmes and servicing the maintenance of equipment and materials in the designated areas, ensuring a healthy and safe environment for students and staff.

This role is an ideal position for anyone either wishing to develop into teaching or someone who would just like to support the development of the skills of the learners in Sunderland College.

For this post applicants should be able to demonstrate in their personal statement practical examples of how they fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who's suitably qualified.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by 12 noon on, Wednesday 20 September 2017.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Please note previous applicants need not apply

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	Engineering Instructor/Technician
Post Reference:	5933
Faculty:	Engineering, Construction & Commercial
Grade:	021 - 025
Contract:	Permanent
Hours:	37
Location:	Any College Campus
Responsible to:	Curriculum Leader (Engineering)

KEY PURPOSE:

To provide high levels of specialist technical and instructor support and maintenance for the Engineering curriculum areas, servicing academic programmes and the maintenance of tooling, equipment and materials, ensuring a healthy and safe environment for students, visitors and staff.

PRINCIPAL DUTIES:

1. To support students in successfully achieving their learning goals through appropriate instruction of the engineering curriculum.
2. To provide a high level of service to support the practical delivery and maintenance of the engineering department.
3. To ensure a high level of maintenance and provision of specialist equipment/resources within the engineering department that is fully compliant with health and safety legislation.
4. Maintenance of appropriate continuing professional development and general aspects of role.

MAIN DUTIES:

- 1.1 Preparation of agreed session plans and assessments in conjunction with the lecturer for practical assessment sessions delivered in accordance with the previously prepared schemes of work.

- 1.2 Deliver practical skills and demonstrations in the engineering workshop to enhance the learning of the students on their curriculum programmes.
 - 1.3 To develop assessment criteria and appropriate practical delivery to assess and mark the students learning.
 - 1.4 To work with lecturers to provide learning resources that will include learning materials to be made available on the college VLE.
 - 1.5 Where relevant, identify and deliver opportunities to generate evidence from practical activities to support the successful completion of functional skills.
 - 1.6 To generate sufficient college based evidence to assist in the completion of engineering qualifications.
-
- 2.1 To prepare materials and teaching aids for the practical and theory engineering sessions.
 - 2.2 Provide appropriate technical support for the practical engineering curriculum areas.
 - 2.3 Assist staff and students in equipment usage in practical work areas to include the clearing down and setting up of equipment.
 - 2.4 Assist teaching staff by delivering high quality practical demonstrations to students.
 - 2.5 Undertake general housekeeping duties to ensure a safe, clean, tidy and effective working environment.
-
- 3.1 To be responsible for the maintenance of specialist equipment in the engineering department and ensure compliance with all health and safety regulations.
 - 3.2 To ensure stocks of materials, records of tools and equipment are maintained and up to date within the engineering department.
 - 3.3 To maintain and service tools and equipment within the engineering department.
 - 3.4 To liaise with the curriculum leader in the purchase of new stock, tools and equipment and to adhere to the college's financial regulations and procedures.
 - 3.5 To be responsible for the inventory and security of all tools, equipment and materials within the engineering department.
 - 3.6 To carry out risk assessments for all engineering practical areas in line with college systems and procedures.
 - 3.7 To ensure that safe working practices are adhered to within all engineering practical areas.
 - 3.8 To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
 - 3.9 Ensure compliance with COSHH regulations, in accordance with the college health and safety policy and procedures across the engineering department.
 - 3.10 To maintain and promote a healthy and safe environment to ensure that all students and visitors within the engineering department are safe from harm.
-
- 4.1 Maintain appropriate continuing professional development.
 - 4.2 Participate in recruitment and marketing events, and parent's evenings.
 - 4.3 To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
 - 4.4 To uphold British Values, the college values and responsibilities with regard to equality and diversity.
 - 4.5 Work at any of the College sites on a temporary or indefinite basis.
 - 4.6 Maintain appropriate professional behaviours and attitudes.
 - 4.7 Undertake such other duties as are reasonably allocated either permanently or from time to time.

Person Specification

POST TITLE: Engineering Instructor/Technician Post Reference: 5933

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
<p>Skills/knowledge/aptitudes</p> <p>Demonstrate a high level of understanding and awareness of specialist process in all aspects of general mechanical engineering</p> <p>Demonstrate good levels of understanding of mechanical engineering</p> <p>Ability to demonstrate a comprehensive and well established understanding of safe working practices</p> <p>Demonstrate good communication skills; written, oral and interpersonal</p> <p>Demonstrate good organisational skills.</p> <p>Demonstrate an awareness and understanding of COSHH regulations</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Qualifications and Training</p> <p>A minimum of level 3 vocational qualification in mechanical engineering</p> <p>Additional qualifications in general mechanical engineering</p> <p>Minimum Level 2 Literacy and Numeracy (e.g. Maths & English GCSE grade C or equivalent)</p> <p>A relevant teaching qualification or a willingness to undertake one in an appropriate timescale</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Experience</p> <p>Demonstrate experience of working in a machine shop/engineering environment</p> <p>Demonstrate experience in the provision of operational/technical support for students within a mechanical environment</p> <p>Ability to demonstrate competence in bench fitting, centre lathe turning, milling machine practices and techniques.</p> <p>Demonstrate evidence of supporting individuals/students in group situations and on a one to one basis</p> <p>Demonstrate experience of undertaking risk assessments in environments appropriate to the post</p> <p>Experience of ordering materials and working within budget</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>

Disposition		
To be proactive and the ability to be self-directed	✓	
To be able to solve practical problems with limited supervision	✓	
To ensure a high degree of professionalism at all times	✓	
To be resilient and calm when working under pressure	✓	
To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.	✓	
To uphold British Values, the college values and responsibilities with regard to equality and diversity.	✓	
To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	✓	
To be required to work flexibly as and when necessary	✓	