

Post Title	Motor Vehicle – Technician/Instructor
Location	Craven College, Skipton (Multi Site)
Rate of pay	Craven College Harmonised Pay Scale point 9 – 11 £26,989.58 - £27,942.48 per annum, pro rata to £16,047.86 - £16,614.45 per annum
Hours	22 hours per week (including 297 hours instructing per annum) Including some weekends on a working rota
Responsible to	Head of Department – Land Based
Special Conditions	<p>This post is subject to a probationary period of 6 months, upon successful completion of which the post will become permanent</p> <p>Weekend working may be required to cover part time provision delivery. Additionally, some evenings and full weekends may be required in line with the needs of the College</p> <p>A full enhanced disclosure via the Disclosure and Barring Service (DBS) will be required for this post</p>
Closing Date	Sunday 27 April 2025
Interview Date	TBC
Post No.	B238

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To assist with the day to day running of the College's Motor Vehicle facility, apprenticeship delivery, part time provision and related commercial events in conjunction with the Head of the Land Based Department. To instruct learners on a defined range of units/modules/practical activities to meet curriculum requirements, in line with College Quality Assurance procedures. To assist with the preparation of equipment and resources to support the delivery of the curriculum and events within the Department of Land based Studies, with particular emphasis on Motor Vehicle courses, in line with the College's Health and Safety Policy and Regulations and the needs of the College. In conjunction with the Motor Vehicle staff team, identify the requirements for students on work experience/industry skill enhancement and to supervise them whilst working in the College's Engineering facility.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To be responsible for implementing procedures and routines in conjunction with the College Engineering policies to ensure the safety, cleanliness and general upkeep of the Facility;
- To provide technical assistance and support to lecturers when demonstrating practical activities and provide support/cover for other technical staff within the Department e.g., Horticulture, Countryside Technicians;
- To ensure that all Motor Vehicle and Engineering areas and equipment are maintained and kept safe and tidy, in line with Health and Safety requirements, to ensure areas are professional in appearance, industry and inspection ready;
- To monitor stock levels of equipment and other consumables as required, maintain their storage, security and stock control using effective recording systems, in line with College policies, to ensure appropriate delivery is always in place including when the College is closed;
- To prepare materials and equipment for practical classes in conjunction with the Land Based team;
- To ensure accurate equipment inventory and implement a replacement or renewal policy, in line with College procedures, whilst maintaining appropriate records;
- Ensuring high standards of safety, hygiene and cleanliness in all Engineering areas and associated storage and service areas, including the correct disposal of all waste from the Engineering areas, in line with Health and Safety Regulations
- To liaise with teaching staff to plan and develop activities for off-site practical activities, to enrich the learner experience;
- To contribute to the development of the facility in conjunction with the staff team;
- To implement schemes of work, instruct students in line with learning and curriculum plans, which have been designed with/and for them, in conjunction with designated programme tutor/s;

- To supervise student learning activities and work experience within the Engineering and Motor vehicle Facility or the Learning Resource Centre, classroom, workshop, during field work, visits, placements or in any other designated learning situation;
 - To carry out as directed relevant administrative tasks appropriate to the learning situation including the marking of registers and the submission of other returns and records, in line with Quality Assurance procedures;
 - To support and provide educational guidance to students through the learning process and associated assessment activities;
 - To assess, monitor and mark student practical activities within the learning sessions, whilst assisting students with action planning and recording achievement where appropriate within the learning sessions;
 - To organise, adapt, and maintain learning materials and/or equipment and support the designated programme tutor/s with the on-going development of learning plans;
 - To attend Curriculum area, College and other appropriate meetings as required;
 - To establish and maintain effective working relationships with relevant staff and external clients and agencies;
 - To meet high standards of good practice within health and safety and undertake checks whilst following/adapt appropriate Risk Assessments as required; in conjunction with relevant staff in line with Health and Safety requirements;
 - To help students develop modern, safe working practices and behaviours – in all aspects of their learning including technical (vocational skills) and employability skills
 - You will be expected to be fully conversant with and implement the College's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To participate in the College's appraisal scheme and lesson observation process and undertake further professional development in line with the needs of the College;
 - Any other duties commensurate with grade and status as may reasonably be requested.
-

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Minimum Level 3 Teaching Award in Education and Training, or willing to work towards;
- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and maths (or willing to work towards completion within a specified time frame);
- Broad knowledge and experience of working within the Motor Vehicle setting, with a range of vehicles, including Electric and Hybrid models
- Knowledge of correct hygiene and cleaning procedures and a keen awareness of Health and Safety issues, including practical knowledge of Health and Safety legislation, safe working practice and risk assessment;
- Ability to organise and prioritise workload effectively to meet tight deadlines;
- Ability to work in a team and with students with a wide range of abilities and needs;
- Liaise effectively with College staff, students, owners, legislative awarding bodies, industry professionals, external visitors and outside suppliers;
- Ability to maintain accurate records relating to workshop practice and documentation required for the Engineering facility, whilst adhering to the systems and procedures to ensure the smooth and efficient running of the facility;
- Current First Aid at Work qualification or willing to work towards;
- Self-motivated and enthusiastic, with good time-management skills;
- Knowledge and experience in relation to stock control and inventory;
- Ability to work flexibly to a consistently high standard on own initiative with minimal supervision;
- Ability to work effectively as a team member;
- Good interpersonal skills;
- Willingness to work flexibly around the needs of the College, commercial ventures, and the Engineering Department including some weekend work, with occasional evenings;
- Full driving licence;
- Up to date IT skills, timely processing of orders and response to requests via email or Microsoft applications, including liaison with staff, students and external parties;
- Willingness to support staff as required in other specialist areas within the Department;
- Willingness to undertake continual professional development and training, in line with the needs of the College;
- Experience within Welding and Fabrication.

DESIRABLE REQUIREMENTS

- Health and Safety qualification;
 - Motor Vehicle Level 3 Qualification
 - Ability to plan work programmes and supervise work experience students and apprentices with a range of abilities and needs;
 - Assessor's Award qualification;
 - Electric Vehicle Training Qualification
 - MOT testing qualification
 - Experience within Land Based Technology/Heavy Good or Plant Machinery
 - Relevant Industry Tickets such as Forklift Driving, Plant
 - F Gas Qualification
-