

JOB SPECIFICATION

GRADE: Instructional Officer – Mechanical Engineering

DEPARTMENT: Gibraltar Training Centre

RESPONSIBLE TO: Training Centre Manager

KEY PURPOSE:

Manage, review, assess and train a caseload of learners both in practical and underpinning lessons that are based in the Centre or Workplace and are currently undertaking Apprenticeships and NVQs. To ensure that the success rates of learners are at or above the level set by the Centre ensuring they attain the occupational standards required to achieve their desired NVQ.

DUTIES:

The professional duties of the post shall include:

1. To provide induction, initial assessment, advice and guidance to learners who are undertaking Apprenticeships and NVQ's and/ or other relevant qualifications:
 - Support, deliver courses and assist learners during their training.
 - Responsible for planning and carrying out NVQ or other training, observing and assessing NVQ or other relevant courses/ qualifications.
 - Deal with queries when supervising learners.
 - Participate in the promotional and marketing aspects of the Centre.
 - Undertake initial assessment of learners and assist in the learner actions planning.
2. To assess learners' progress and maintain records of assessments of learning carried out.
 - Maintain accurate records of learner assessments and achievements as required by the awarding body and Head of Department.
 - Report on apprentices to the GTC manager on a monthly basis or when requested.
 - Accredit successful completion of learner tasks including work based activities in line with Centre's assessment and verification policy, completing all related administrative activities.
 - Effective delivery of work based assessment of Apprenticeships monitoring and target setting within the area of competence.
 - Deliver workshops, one to one instruction and/or training sessions relating to knowledge and skills development and to assess candidates in the workplace.
 - Demonstrate to have assertion skills with an ability to determine and use behaviour which is appropriate to the situation and to exercise tact and diplomacy.
 - Maintain apprentice discipline, timekeeping and attendance registers of apprentices, action or report any deviation from Centre policies to the GTC manager.

- Must have the ability to communicate effectively in a manner which is clearly understood (Verbal and written); interpret policy, procedures, data, reports and maintain emotional control under stress.
- Maintain efficient record keeping and tracking systems using the systems provided and stipulated by the Centre and report agreed targets in a timely manner against agreed deadlines. This to include withdrawals; transfers; assessment and examination results; updating of information held in the Centre's information system to enable the tracking of learner progress on a real time basis.
- Conduct assessment, evaluation and progress reviews as appropriate, both inside the Centre and in the workplace. Provision of regular and purposeful reports to employers, apprentices, learners and the Centre so that there is a clear plan of action which is time bound for each learner and which allows completion with agreed target dates. Ensure that robust positive feedback is provided to candidates on completion of the training and assessment process and that they are fully aware of, and in agreement with the outcome decision.
- Instructors will be open to evening courses for the public, this is voluntary and will be remunerated separately in line with Department of Education hourly rates for the Gibraltar College evening classes. These courses are subject to demand and left to the discretion of the Head of Department.
- If required Instructional Officers will engage in CPD and agree to upskill to deliver and assess at NVQ Level 3 or any other course HMGoG implements in the future.
- Instructional Officers will be amenable to changes in the courses being offered and delivered at the Training Centre and agree to retrain and upskill if necessary to meet the demands of the industry. The Head of Training will upon discussion set reasonable and achievable targets and timescales to this effect.
- Instructors are subject to annual Performance Reviews (APR) and Key Performance Indicators (KPI) shall be introduced and managed by the Head of Training for all Instructional Officers.
- Instructional Officers will agree to instruct and assess (if required to) a minimum of one Accreditation of Prior Learning (APL) apprentice per year, as deemed appropriate by the Head of Training. This will be contingent on instructor workload, recommendations of the IQA, and a discussion between the Head of Training and pertinent Instructional Officer.
- Preparation, Delivery of Underpinning knowledge as required by the courses being delivered or any new future courses being developed.
- Undertake the works within the competence of a workshop assistants/ Technician as and when required. Including the upkeep of their respective areas.
- To provide cover for absent colleagues.
- Organise and oversee any works GTC is undertaking with the apprentices where reasonably possible.

3. To attend appropriate meetings:

- Centre meetings; IQA and EQA meetings; department and management meetings (where appropriate) and staff development activities.
- Centre open evenings as required.

4. Safeguarding responsibilities:

- Demonstrate a commitment to promoting and safeguarding the welfare of learners and young persons in line with Centre's Policy.

5. Health and Safety responsibilities:

- To observe and keep aware of Health and Safety documentation and procedures in line with Centre's policy.

Professional Conduct

Instructional Officers/Assessors are expected to:

- Start sessions and attend meetings on time and provide requested feedback.
- Give good notice of any absence and in accordance with the Centre's Absence management procedure
- The officer must uphold, adhere and keep abreast of safety rules and policies implemented in the workplace, relevant legislation and Teaching skills, and must be prepared to undergo continued professional development training that may be deemed necessary. This may include travelling to UK.
- Participate in on-going staff development and training opportunities as far as possible
- Keep accurate and up to date attendance registers of learners, supervise throughout practical / underpinning sessions, ensuring all activities are conducted in a safe and professional manner.
- Adhere to general standards of conduct embodied in Centre's policies and procedures (e.g. health and safety, equality and diversity etc.)
- Be involved in the Centre's quality assurance arrangements (Induction, Lesson Observation, Appraisal and gathering/analysing feedback from your students with a view to implementing continual improvement to your course on an on-going/annual basis.)
- To work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Centre and make the most efficient and effective use of Centre resources.
- The appointee will work in close liaison with the Centre's Internal Quality Assurer to develop and regularly update Individual Learning Plans (ILP's) for each learner.
- Incorporate the findings of the initial assessment and initiate Skills for Life/Learning support as needed, differentiating the learning programme in light of that assessment.
- Liaise with the Training Centre Manager, Work Based Recorder, Internal Quality Assurer, External Quality Assurer and awarding bodies as required.
- Assist in the production of reports, statistics, statements, statutory returns and other documentation as required by the Training Centre Manager, Government Departments and other external agencies.
- Work to a range of performance indicators relevant to the services provided by the Department in order to ensure continuous quality improvement.

- Be conversant with, and operate, all appropriate information technology resources available, and to keep abreast, of developments in this area.
- To undertake any other additional duties, appropriate to the post which may be required by the Head of Department or his/her Representative.

Workload and time commitment:

The instructional officer is required to ensure that all professional responsibilities, including but not limited to assessment, marking, reporting, and meeting deadlines, are completed to a high standard and within the specified timeframes.

PERSON SPECIFICATION – INSTRUCTIONAL OFFICER

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<p>Indentured apprenticeship and related occupational craftsmanship qualification, Mechanical Engineering related qualification or an equivalent and relevant qualification acceptable to the GDC Interview Board with minimum 5 years' relevant experience</p> <p>A good knowledge of the English and Spanish Languages.</p> <p>Level 3 Certificate in Assessing Vocational Achievement</p> <p>or</p> <p>D32/33 Assess candidate performance, using different National Occupational Standards (NOS) for learning development, and the provision that he will undertake Unit 03 of the new Assessor qualification in Assessing Vocational skills, Knowledge and Understanding</p> <p>or</p> <p>Willingness to work towards Full Level 3 Certificate in Assessing Vocational Achievement or TAQA Assessor Award</p>	<p>Relevant NVQ Level 2 & 3 subject qualifications in Mechanical Engineering.</p> <p>Full Level 3 Certificate in Assessing Vocational Achievement</p> <p>TAQA Assessor Award</p> <p>A1 Assess candidates using a range of methods</p> <p>D32/33</p>
Professional Development:	A personal commitment to keeping your professional knowledge up to date and improving your capabilities.	Evidence of a written record of the Continual Professional Development (CPD) undertaken.
Knowledge:	<p>Demonstrate professional and occupational knowledge of the relevant qualification(s) being delivered in Mechanical Engineering.</p> <p>Knowledge of Health & Safety in a service orientated organisation.</p> <p>Willingness to undertake the required training to become E-literate.</p>	<p>Demonstrate a good understanding of NVQ's portfolio building and the training requirements of the industry</p> <p>E-literate and competent in Microsoft Office: MS Word: A</p>

Knowledge cont'		<p>good working knowledge of producing documents and emails.</p> <p>MS PowerPoint: Able to create</p> <p>Basic presentations MS Excel: Able to create basic Excel formulas, enabling manipulation and dissemination of information</p>
Key Skills and behaviour:	<p>Demonstrate high levels of organisational skills.</p> <p>Demonstrate ability to be self-directed with initiative and to be able to solve practical problems with limited supervision.</p> <p>Demonstrate a creative and imaginative approach to student centred learning</p> <p>Demonstrate a commitment to promoting and safeguarding the welfare of learners and young person's and/or vulnerable adults</p> <p>Demonstrate an ability to deal promptly and effectively with inappropriate behaviour in the workplace/learning environment</p> <p>Demonstrate ability to prepare effective written and visual teaching materials in line with course requirement.</p> <p>Demonstrate ability to work as part of a team and to develop and sustain good working relationships with internal and external customers</p> <p>Demonstrate a strong commitment to Equality and Diversity and how it affects the workplace/learning environment</p>	
Other requirements:	Possess Full B Driving Licence	Possess Full A & B Driving Licence