

Job Title: Level 2 Motor Vehicle Instructor	Pay Scale: PPS23
Normal Place of Work: Priory Lincoln Academy	Line Manager: Assistant Headteacher
<p>Role Summary: To train, support, instruct, assess and teach students undertaking qualifications in a range of vocational settings. Oversee effective sign ups, delivery and deployment of integrated programmes of competence based training. Responsibility for development and coordinating training programmes. To assist the Heads of schools in a range of activities that will contribute to improving curriculum development and excellence.</p>	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

- To undertake the role of instructor as appropriate and provide support for learners on the technical and vocational programmes.
- Complete course review of documentation, contribute to the self- assessment report (SAR)
- Carrying out Assessor duties on employer premises where necessary in compliance with industry requirements and the awarding body standards.
- Guiding and supporting students effectively in the pursuit of their individual learning programme and progression planning.
- To undertake initial assessment, basic information, advice and guidance following guidelines provided.
- Undertaking assessment, maintenance of accurate records, student attendance records, retention, achievement and support of work experience programmes.
- To provide regular reports of students and their programme progress, offering guidance to students on how to improve performance and progression.
- Maintain current knowledge of best practice in areas of specialism and demonstrate a commitment to a personal and professional development.
- To observe and judge performance against relevant criteria, assess underpinning knowledge against agreed standards.
- Maintain safe working practices and ensure proper use of equipment and materials as well as regular equipment checks and maintenance and maintain stock of equipment where necessary.
- Conducting observations and assessment.
- To identify learners abilities and learning support needs through assessment and observation.
- To provide feedback and support to the learners against the performance and progress.
- Supervise the learners in a learning environment, having regard for health and safety and safe working practices, including cleaning and organisation of the area.
- To deliver appropriate training assessment sessions to students.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Level 2 Motor Vehicle Instructor

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Maths grade (A-C) or equivalent	X		AF/CERT
2.	NVQ Level 2 and 3 Motor Vehicle qualification	X		AF/CERT
3.	A1 Assessor qualification		X	AF/CERT
4.	Proficient in the use of email and the internet	X		AF/CERT
	EXPERIENCE			
5.	Recent and relevant employment experience in the Motor vehicle Industry	X		AF/IV/R
6.	Experience of the maintenance of Motor Vehicle equipment	X		AF/IV/R
7.	Experience in training/learning environments	X		AF/IV/R
8.	Experience using IT		X	AF/IV/R
9.	Experience of stock control of resources and equipment	X		AF/IV/R
10.	Experience of IMI awards level 2 and above		X	AF/IV/R
	SPECIAL KNOWLEDGE			
11.	Knowledge of motor vehicle industry	X		AF/IV/R
12.	Knowledge of recent development in training, assessing and verifying	X		AF/IV/R
	SKILLS- DISPOSITION			
13.	Good organisation and administrative skills	X		AF/IV/R
14.	The ability to manage own caseload and diary to ensure learners are seen on a regular basis in line with SFA guidelines	X		AF/IV/R
15.	Have flexible approach to ensure demanding targets are met.	X		AF/IV/R
16.	Committed to ensuring equality of opportunity in all aspects of work		X	AF/IV/R
17.	Recording and providing feedback to students on progression	X		AF/IV/R
18.	Full UK Driving license	X		AF/IV/R
	WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			
19.	Willingness to update and adapt skills as required		X	IV
20.	Flexibility around working hours.	X		IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....