

Role Profile

Role Title	Instructor Demonstrator
Reporting To	Assistant Director of Curriculum
Directorate	Engineering, Construction and Built Environment
Pay Grade	Grade 4
Version Date	January 2020

Role Purpose

The post holder will provide high quality support for Curriculum in the following areas:

Workshop skills development and assessment sessions for practical activities; support for student learning activities in workshops and one to one situations; providing teaching support on projects and assignments set by academic staff; providing high quality resource management including specialist equipment; securing work placements; monitor and support students on work experience, including the maintenance of records.

Instructor/Demonstrators will be timetabled for up to 30 hours per week over 36 teaching weeks to facilitate skills practice and skills development sessions for students.

Key Responsibilities

- 1 Be guided by the Lecturer's scheme of work to facilitate workshop/studio activities and to quality assess completed work against awarding body expectations and standards.
- 2 Engage and motivate students whilst supervising and leading on skills practice sessions.
- 3 Supervise and provide instruction to groups of students to develop their skills practice.
- 4 Supervise and facilitate employability and enrichment activities for students.
- 5 Demonstrate correct methods and techniques for a range of specialist equipment related to the subject area, to staff, students and external clients, either on a one-to-one ad-hoc basis, within scheduled groups or via the creation of instruction documentation and user guides.
5. Work with the course teams to secure suitable work placements for students, including monitoring student work experience and maintaining record books.
- 6 Ensure that practical learning environments, equipment, machines and plant comply with health and safety requirements, identifying necessary actions and reporting through line management.
- 7 Manage a rolling programme of learning space and equipment maintenance including repairs as required and for ensuring relevant checks are made on machine tools, equipment and materials in accordance with Health and Safety requirements (i.e. PAT testing, COSHH, etc).
- 8 Contribute fully to the membership of course teams, attending staff meetings and liaising with staff on individual student's progress and support needs.

- 9 Assist in the maintenance of records of individual student progress where appropriate, including maintaining records of student attendance and initial assessment.
- 10 Ensure that consumables, materials, preparation and stock control are available and prepared to the required level in practical learning environments.
- 11 Follow group financial procedures in ordering consumables and other practical equipment for line manager authorisation and update practical learning environment inventories annually.
- 12 Deliver taster sessions and attend open events as required.
- 13 Act at all times as ambassador for the college through a professional approach to internal and external customers.
- 14 Actively comply and contribute to the College's policies and procedures, particularly in relation to Health and Safety, Safeguarding, Equal Opportunities and Data Protection.

Person Specification - Instructor Demonstrator

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Maths and English to at least Level 2	✓		AF / Cert
Assessors Award or willing to work towards	✓		AF / Cert
Evidence of ICT competence	✓		AF / Cert
NVQ 2/3 or Vocational L2 Diploma or equivalent in relevant subject	✓		AF / Cert
First aid at work or willing to work towards	✓		AF / Cert
Hold or be willing to work towards a relevant L3 teaching qualification e.g. PTLLS	✓		AF / Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
A knowledge and understanding of various qualifications within this area	✓		IV / AF
Experience of demonstrating techniques for specialist areas (e.g. technical equipment, hardware, software)	✓		IV / AF
Experience of facilitating skills development sessions for groups of students			
Experience in dealing with internal and external customers, maintaining high standards in a customer driven environment	✓		IV / AF
Experience of supporting classroom and workshop activities	✓		IV / AF
Recent and relevant experience of subject specialism	✓		IF / AF
Post 14 educational support		✓	IV / AF
Knowledge of Health and Safety policy/procedures	✓		IV / AF
Awareness of initial assessment procedures		✓	IV / AF
Experience of procurement processes and supplier liaison	✓		IV / AF
The ability to support students on a range of mainstream courses.		✓	IV / AF
SKILLS AND ABILITIES			
Able to work across the age and ability range in classroom, workshop and one to one situations.	✓		IV / AF
Skills in demonstrating and facilitating the learner experience	✓		IV / AF
Excellent administrative and record keeping skills	✓		IV / AF
Initiative	✓		IV / AF
Ability to work as part of a team and establish rapport with students and staff across the Group	✓		IV / AF
Positive can do attitude	✓		IV / AF
Willing to be flexible within contractual hours	✓		IV / AF
Ability to motivate students	✓		IV / AF
Good interpersonal skills	✓		IV / AF
A high level of communication skills.	✓		IV / AF

*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