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**Job Description**

**ELECTRICAL TRAINER** |CATCH

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| **Perm/Contract:** | Permanent |
| **Location:** | CATCH, Redwood Park Estate, Stallingborough, DN41 8TH |
| **Reports to:** | Head of Process and Maintenance Apprenticeships |
| **Team:** | Apprenticeships |
| **Ref:** |  |

**About CATCH**

CATCH is a membership led, skills, competency and apprenticeship provider supporting the process, energy, engineering and renewable industries in Lincolnshire, Yorkshire, and Humber and nationally. Our electrical trainers encompass the delivery or practical and theoretical training, aligning with client company and awarding organisation needs.

**About the role**

As an electrical trainer, you will be part of the delivery team for the CATCH apprenticeship programme, based at our main site in Stallingborough. This role requires the individual to work in a small team, where together, you will manage, maintain, and develop comprehensive and innovative teaching and learning experiences for our apprentices, in a variety of practical and theoretical skills, within the current apprenticeship standard.

The role requires delivery of high-quality technical training, to small groups of apprentices, through face-to-face learning, to nationally recognised qualifications. If the postholder is not a formal technical trainer, qualifications can be provided as part of the role.

**Responsibilities**

* To effectively deliver electrical based knowledge and practical subjects at level 2 and level 3, paying due regard to developing individual learners, enabling apprentices to progress towards completion of their level 3 apprenticeship, with the potential to progress to Level 4/HNC, if required. Elements of the electrical and instrumentation apprenticeship programme potentially including; wiring & testing, electrical maintenance, health & safety, assembling, wiring and testing panels, maintaining and testing process instrumentation and control devices, PLCs. (candidate does not need to be able to deliver every element, these are the components of the programme)
* Collectively manage all physical learning resources and teaching/training space, required to ensure the training and assessment of learner activity, is achieved within the set learning hours and programme lengths.
* To give the apprentices the best possible preparation for industry including knowledge, skills and behaviors
* To create and further develop training and learning material for practical and theoretical modules.
* To ensure that all teaching and learning sessions adhere to Ofsted guidance and awarding body & ESFA funding regulations.
* Monitoring of the learning environment, ensuring learning takes place in a Healthy, Safe and Welfare biased place.
* To motivate and support learners where required to meet the standards expected of a CATCH apprentice.
* Ensure the progress of the whole caseload of leaners towards completing their apprenticeship is in a timely manner, supporting their individual needs and tailoring your approach to support them, where capable and relevant.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post.

**Candidate requirements**

**Essential**

* Ability to communicate high-level technical information at a suitable level to ensure the ‘building blocks’ are in place to allow the learners to build on their skills and knowledge.
* Industry related qualifications, with a high level of electrical engineering knowledge, preferably gained from a number of years in industry, ideally in sectors relating to our apprenticeship offering.
* Industry practical experience preferably as time served electrician or electrical engineer
* Interest in working with young people and progressing their skills to work in industry
* Excellent planning and organisational abilities
* IT literate with experience of using Word, Excel, Powerpoint, Teams and Moodle.
* Excellent interpersonal, presentation and communication skills, both verbal and written
* Ability to work independently and as part of a team
* Able to work under pressure
* Able to work without direct supervision and able to response to multiple demands with a ‘can-do’ attitude

**Desirable**

* Qualified trainer & relevant qualifications
* Experience of delivering electrical training, including electrical principles and industrial electrical control, motor control and potentially panel building.
* Understanding of apprenticeships standards, training and relevant qualification systems
* Teaching, assessing and IQA qualifications, but not essential

**Work Environment**

* + - Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors.
    - Working Conditions – The post holder will be based in the apprentice training centre at CATCH

**General**

* + - **Confidentiality -** To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.
    - **Safeguarding**- The role will involve regulated activity relevant to children as you will be teaching, training and/or instructing children in a classroom environment. It will also be your duty to recognise and report any safeguarding incidents that you become aware of.
    - HCF CATCH LTD is dedicated to and recognises our moral and statutory responsibility to safeguard and promote the welfare of all apprentices, learners, service users and staff. All those involved in training must adhere to the ethos that **‘it could happen here’** to reinforce the protection of individuals and the identification/reporting of concerns.
    - HCF CATCH LTD recognises the importance of providing an ethos and environment that will help apprentices and learners to be safe and feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children, young people and adults receive effective support, protection and justice.
    - HCF CATCH LTD has a zero tolerance approach to abuse and any other harmful behaviour.
    - **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)-** provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974.
    - The role is dependent upon the completion of a successful DBS certificate.

**Job Description prepared by:** N Simpson **Job Description evaluated by**: D Talbot **Received by Postholder**