

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 |
| **Team:** | Apprenticeships |

# 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.

# About the role

To be part of the delivery team for the CATCH apprenticeship programme. To deliver training to the apprentices in the classroom as part of the Electrical apprenticeship programme. If the postholder is not a formal technical trainer, qualifications will be provided as part of the role.

# Responsibilities

* Deliver engaging and comprehensive classroom BTEC theory lessons in electrical engineering to students of varying skill levels.
* To give the apprentices the best possible preparation for industry including knowledge, skills and behaviours
* To develop training material for a variety of apprenticeship programmes This includes, course outlines, schemes of work, lesson plans, presentations, videos, voice overs, Q&A sets, assessment materials and all other relevant documentation.
* To ensure that all sessions adhere to Ofsted guidance and regulations
* To train specific elements of the programme to develop apprentices knowledge, skills and behaviours as part of the CATCH apprenticeship standards.
* To motivate and support learners where required to meet the standards of a CATCH apprentice.
* To ensure that the training & assessment, the resources used, the management of sessions and documentation are OFSTED and awarding body compliant, and to assist in any inspections.

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**

* + Industry experience 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

# Desirable

* + Qualified trainer & relevant qualifications
  + Experience of delivering electrical training
  + Understanding of apprenticeships and training and relevant qualification systems

# 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:** P Robinson

**Job Description evaluated by**: D Talbot **Received by Postholder:**