

 JOB DESCRIPTION

Job Title: Instructor: Vehicle Body Repair

Responsible to: Head of School: Engineering

Job Purpose: To instruct learners and provide technical support, prepare materials as required in the relevant workshops.

Principal Responsibilities

1. To deliver the practical activities associated with the range of qualifications within the programme area of Motor Vehicle levels 1, 2 and 3;
2. To assist in the co-ordination and management of the relevant practical activities;
3. To promote and develop Essential Skills Wales in the associated practical activities;
4. To assist in the development of the practical aspects of the curriculum;
5. To work effectively with course teams;
6. To liaise with colleagues in the management of resources;
7. To assess and verify learners’ practical projects and coursework;
8. To monitor and provide reports on learner progress as required;
9. To demonstrate commitment towards pastoral care and academic progress of learners and provide appropriate guidance for progression;
10. To attend regular meetings as required e.g. School, course team, Quality, learner reviews, parents’ evening and INSET events;
11. To complete administrative procedures as required e.g. Class registers, statistical returns, examination entries;
12. To assist in organising appropriate educational visits and events as required;
13. To assist in marketing, recruitment and enrolment;
14. To assist in internal moderation/verification and Quality issues;
15. To liaise with colleagues and external organisations as required;

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Director which may lead to revisions in light of the operational requirements of the College.