



## ELECTRICAL INSTRUCTOR VACANCY

<b>Job Title</b>	Electrical Instructor
<b>Hours per week</b>	Full-time, 37.5hrs per week
<b>Location</b>	SETA, First Avenue, Millbrook, Southampton, SO15 0LJ
<b>Reporting</b>	Commercial Manager
<b>Salary</b>	POA

### THE ROLE

We are looking for a multi-skilled Electrical Engineer with a high level of industry and teaching experience. The successful candidate will work within our Commercial Instructor team delivering high quality training to corporate customers.

### KEY RESPONSIBILITIES

- To deliver City & Guilds electrical qualification courses to corporate customers, including C&G 2391, 2382, 2377, 2396
- To deliver SETA competence courses, including Cross Skilling & AM2 preparation
- Provide clear, accurate and transparent advice and guidance to candidates
- Assess skills and make judgements about competence
- Deliver high quality training in a way that supports effective learning and high levels of retention and achievement
- Ensure Health & Safety standards are met at all times
- Use diverse methods of teaching as required, enabling candidates to achieve within their planned timeframe
- Attend regular team meetings as required
- Complete all documentation as required for quality and funding purposes
- Keep abreast of relevant course developments/updates and amend course notes/delivery as required
- Carry out any other activities as may be reasonably required by your Line Manager

### REQUIREMENTS

- Hold relevant C&G qualifications
- Relevant industry experience
- Previous teaching experience; City & Guilds short courses – 2391, 2382 etc.
- Basic IT skills
- Good interpersonal skills
- Assessor and teaching qualifications are desirable but not essential as full support will be given to obtain these
- Full driving licence and willingness to work off site if required
- To attend forums, seminars/webinars and training courses as necessary.
- Undertake and record relevant training and CPD activities.



- To participate in SETA's staff appraisal scheme and to update your own skills and knowledge via team development and quality activities.
- Adhere to all data protection legislation as required by UK law.
- Contribute to staff training events, such as INSET, and staff briefings as required.
- Ensure that the principles of equality, diversity and inclusion are applied in all aspects of the role.
- Ensure that SETA's values, mission, policies and standards are adhered to at all times, both internally and externally.
- At all times, be mindful of using organisational resources prudently.
- To participate actively and flexibly in a range of SETA wide activities required for the wider promotion of SETA such as marketing, open evenings, taster days and Awards Ceremonies.