

Workplace Trainer: Engineering

Location: Milton Keynes

Hours: 37.5 (September 2022 start)

Flexible Working: We welcome applications from those seeking flexible or part time hours

Salary: Up to £33,500

Apprenticeships: Development opportunities are available through Apprenticeship standards

Reporting To: Academy Manager

IN SHORT

Milton Keynes College are looking for a Workplace Trainer with expert skills in engineering. You will work in collaboration with the engineering delivery team to develop and deliver current and new engineering apprenticeship programmes.

As a Workplace Trainer, your role will be dynamic, varied and highly rewarding working with employers, Apprentices and curriculum teams. Workplace trainers are assigned a caseload of Apprentices to train and assess throughout the evolution of their Apprenticeship. You will maintain a strong working relationship with your Apprentices and employer links working with diverse groups and individuals to ensure that Apprenticeship standards are being met and that Apprentices are progressing to complete on time.

We are looking for those with skills and knowledge of mechanical engineering or electrical / electronic engineering to motivate and inspire learners to develop their skills and enable progression into their chosen careers. You will plan and deliver effective learning programmes to enhance the learning experiences for our Apprentices, as such we are open to receiving applications from those in the industry looking to gain a teaching and assessing qualification.

MK College will treat all applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College. All offers made to successful candidates are subject to satisfactory outcomes to a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.

OUR BENEFITS

- 30 days annual leave, 3 additional days leave for Christmas to New Year closure and UK Bank Holidays (entitlement will be pro-rated for part-time employees)
- Generous Pension Scheme
- Professional development opportunities, including professional qualifications
- Employee Assistance Programme (EAP) accessible 24 hours per day, 365 days per year
- A variety of amazing discounts with NUS Card
- Employee wellbeing platform with options to book free activities

Building

Fairer Futures

MAKE A DIFFERENCE

In this role, you will:

- Build positive and collaborative relationships with employers
- Carry out employer apprenticeship framework and qualification suitability checks prior to learner recruitment, supporting employers to address gaps identified
- Undertake employer risk assessments and manage action plans to ensure learner safety in the workplace; safeguarding, health and safety, equality and diversity
- Work in partnership with employers to design programmes of learning which combine on and off the job learning to meet both employer workforce skill development needs and awarding body requirements
- Actively promote progression pathways and seek opportunities to secure employee/learner progression to higher level learning
- Support Work Placement Organisers in co-ordinating and monitoring work experience opportunities for full time learners, working with local employers and businesses
- Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge
- Design and apply initial vocational skills assessments and use the outcomes to inform individual learning plans
- Deliver training sessions to develop skills and knowledge being creative and innovative in selecting and adapting strategies to help learners to learn
- Ensure individual students' learning needs are met through the provision, and monitoring of, agreed additional learning support
- Assess learners in a timely manner using a range of methods that challenge and motivate learners to achieve
- Provide timely, constructive, verbal and written feedback acknowledging the strengths in their work and giving a clear understanding of how to improve
- Champion learner success; oversee all contributors to the individual's learning plan, gathering their feedback on performance and use this to inform a detailed progress review with clear targets and actions to support learner achievement of their short and longer term goals.
- Address the mathematics and English needs of learners to a minimum of level 2 and work creatively to overcome individual barriers to learning
- Promote the benefits of technology and support learners in its use
- Manage and promote positive learner behaviour
- RAG rate own learner caseload, maintaining detailed agreed action plans that overcome barriers to a good learning experience and timely learner achievement
- Maintain accurate paper and electronic records of learning, assessment, employer and learner contact; compliant with funding agencies rules, awarding organisations and college guidelines
- Maintain accurate records of learner achievements
- Value and promote social and cultural diversity, equality of opportunity and inclusion
- Maintain and update your teaching and training expertise and vocational skills through collaboration with employers Maintain and update knowledge of your subject and/or vocational area
- Promote college provision to a range of stakeholders, coordinate and participate in promotional events, advertising programmes and services to generate new income

This job description is just a guide; you'll be expected to be flexible and perform any other duties as reasonably required of you by your manager and your role is likely to evolve and develop over time. In all your duties, you will be required to take reasonable care of yourself and ensure the safety of our students, your colleagues and other people with whom you come into contact at the College.

IT'S ALL ABOUT YOU

KNOWLEDGE, EXPERTISE & QUALIFICATIONS	<ul style="list-style-type: none"> • Teaching qualification or willing to work towards one • Assessor/IQA qualification or willing to work towards one • Qualified to level 4 (HNC) or higher in engineering • Must have a full clean driving licence and access to their own vehicle • Proven industry experience • Experience of working in either mechanical engineering, with a bias towards areas such as milling, turning, welding, fabrication, composites, or electrical / electronic engineering with a bias towards PLC's / control systems, robotics.
IMPACT	<ul style="list-style-type: none"> • Designing and delivering workplace skills and knowledge training sessions • Supporting apprentices so that they develop the knowledge, skills and behaviours needed for them to pass their apprenticeship and start their career in engineering.
QUALITY	<ul style="list-style-type: none"> • Strong vocational experience and/or occupational competence in the subjects taught and assessed • Good organisational skills and be able to meet deadlines
RESPONSIBILITY	<ul style="list-style-type: none"> • Line and/or functional management responsibility • Commitment to students and students' success
RELATIONSHIPS & REPUTATION	<ul style="list-style-type: none"> • Team focussed • Enthusiastic and self-aware • Creative and Flexible
VISION & DIRECTION	<ul style="list-style-type: none"> • Assess/train creatively, adapting to the needs of a variety of students and be willing to explore new learning strategies

ABOUT US

Welcoming those who want to learn and improve, we focus on meeting individual needs. The College is at the heart of the city's economic vision and community strategy, in addition to being a major employer with over 1,000 people working with us. We build and nurture strong partnerships with the wider community and local businesses with an interest in making the Milton Keynes College Group a safe, innovative and inspiring place in which to learn and work. We are proud to offer an open and inclusive education experience to learners of all levels and backgrounds, with over 3,000 16-19 year olds currently studying with us and a total student population of over 8,000. We offer a broad variety of qualifications, including vocational courses, apprenticeships, higher education, professional certificates as well as employability skills and community training.

Founded on the principle of Further Education's ability to transform lives through learning, we're proud to create an environment that attracts the best staff and students from Milton Keynes and the surrounding areas and supports education in Prisons nationally. The value we gain from the diverse communities we serve is immeasurable. We want all our staff, students and learners to feel they are an integral part of the College and together we will create an inclusive culture where everyone can contribute to College life and our collective knowledge and growth. When applying for a role at the College, you can expect the same level of commitment towards diversity and inclusion as you'll experience when you've started with us. We treat all our applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College.

Code Makers Academy is a subsidiary of Milton Keynes College and is the delivery arm of the South Central Institute of Technology. The South Central IoT is a consortium of prestigious partners led by Milton Keynes College. Anchor partners include Microsoft, McAfee, Evidence Talks, Activate Learning, Cranfield University and KPMG.

The College is also a national provider of education services in prisons across the country. For nearly 30 years, we have worked with offenders in both custody, the wider community and currently work with 19 prisons across England; this includes 13 prisons, which make up the Long Term High Security Estate, and 6 category B, C & D men's prisons.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education (KCSIE). We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. **All offers made to successful candidates are subject to satisfactory outcomes from a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.**