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| **Role Title** | Electrical Installation Tutor |
| **Reports to** | Head of Operations |
| **Full / Part Time** | Full Time |
| **Grade** | (dependent upon qualifications and experience) |
| **Location** | Nationwide location (any centre) |
| **Created/Updated by** | MT |
| **Created/Updated on** | April 24 AD / MT |
| *Helping people, organisations and economies develop their skills for growth*  For over 140 years we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success.  We partner with our customers to deliver work-based learning programmes that build competency, to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability, because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.  We’re a Royal Chartered Institute and a registered charity, everything we do is charitable. We invest our surplus into expanding and enhancing our solutions across all of our brands, to meet the changing needs of organisations and industries. And through our City & Guilds Foundation we amplify our purpose by focusing on high impact social investment, recognition and advocacy programmes which remove barriers to getting a job, celebrate best practice on the job and advocate for jobs for the future.  The City & Guilds community of brands includes Gen2, Tradeskills 4U, ILM, Intertrain, Kineo and The Oxford Group.   |  | | --- | | **Our values** |   Our values **Imagination**, **Integrity** and **Leadership** are core to everything we do, and makes us who we are. They underpin the way we work, from how we treat our people right through to how we design our products. Living these values in everything you do at the City & Guilds Group will not only make this a great place to work, but ensure you thrive and are successful in your role. | |
| **Job Summary** | |

The role of the Electrical Installations Teacher is to deliver both practical and theoretical electrical biased training. This includes assessing courses in line with company and awarding organisations guidelines. Training courses may include C&G 2365 Level 2 & 3, C&G 2382, C&G 2391, C&G 2377, C&G 2921, as well as BPEC Solar PV and Battery Storages, including Electrical Safety and bespoke customer courses.  
  
The role may include the development of training and assessment materials to awarding body and customer requirements.   
  
The role may also include other tasks as directed by the centre team leader or the Head of Operations where required.

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| **What you’ll be doing** |

* To deliver quality and consistency of all electrical installation subjects and associated courses offered by the company.
* To assess courses in line with company and awarding bodies guidelines, including keeping accurate and timely records of attendance / assessment / achievement,
* To review individual student performance at agreed points in the program and complete “at risk” procedures.
* To implement Internal Quality Assurance requirements as set by the company and awarding bodies.
* To be aware of and comply with Health & Safety policies and procedures at all times, in order to, protect your own safety but that of others too.
* To be aware of and comply with and promote Equality & Diversity policies and practices.
* To work as a member of a team and liaise effectively and positively with other departments and organisations.
* Support and promote Safeguarding and Prevent requirements.

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| **What we’re looking for** |

**Experienced Tutors:**

**We can’t live without…**

* Have recent and relevant industry experience in domestic, commercial and / or industrial Electrical Installation.
* Hold a minimum of Level 3 Teaching qualification or equivalent.
* Hold a minimum Level 2 qualification in English and Maths.
* Have a sound knowledge of Electrical and Science principles.
* Have sound practical capabilities in and around Electrical Installations.
* Hold the driving licence and have access to their own vehicle as some travel to various training centres may be required.

**We would love you to have…**

* Hold a Level 3 Assessing qualification or equivalent.
* Level 4 Internal Quality Audit certificate or equivalent.
* Hold Level 3 & 4 electrical qualifications like C&G 2396, C&G 2391, and / or any green credentials like Solar PV, EV or EESS.
* A want to learn and give back.

**Trainee Tutors:**

**We can’t live without…**

* Have recent and relevant industry experience in domestic, commercial and / or industrial Electrical Installation.
* Hold a minimum Level 2 qualification in English and Maths.
* Have sound practical capabilities in and around Electrical Installations.
* Hold the driving licence and have access to their own vehicle as some travel to various training centres may be required

**We would love you to have…**

* Hold or working towards a minimum of Level 3 Teaching qualification or equivalent.
* Hold or working towards a Level 3 Assessing qualification or equivalent.
* Hold Level 3 electrical qualifications like C&G 2391, C&G 2382 and / or any green credentials like Solar PV, EV or EESS.
* A want to learn and give back.

**Personal Qualities…**

* Proven ability, maturity and confidence to deal with a diverse range of personnel.
* Self-starter, able to manage a variety of projects independently.
* Ability to work on own initiative.
* Patient and shows control in challenging situations.
* Can take ownership for problems and assignment to resolution.
* Shows leadership when appropriate but is also a good team player.

*Trade Skills 4U is committed to the safe recruitment, selection and vetting of all staff, including the checking of application forms and the obtaining of references. The successful applicant will be required to undertake appropriate checks, including an enhanced DBS disclosure as well as providing proof of the right to work in the UK. For roles undertaking regulated activity this will include not being able to accept applications from candidates who are barred from working with children.*

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| **The way we prefer to work** |

**Behave as one inclusive team**

Contribute to a feeling of being one inclusive team. This means:

* Treating everyone with equity and fairness
* Being curious about other people and teams
* Understanding how the organisation operates and your role in it
* Being honest and respectful in communications
* Creating a feeling of belonging
* Driving inclusivity and diversity locally
* Paying attention to your and others’ wellbeing

**Collaborate**

Collaborate with colleagues and externally with customers and partners to deliver great work. This means:

* Treating everything as an opportunity for a win-win
* Seeking input from others and using it
* Expressing yourself clearly and consistently
* Engaging people so that they get on board
* Trusting and supporting people

**Focus on the customer**

Make sure that the needs and hopes of external and internal customers drive what we do. This means:

* Being great at listening and understanding
* Making things easy
* Being responsive and proactive to what customers want
* Making sure that things are high quality and always improving

**Do what you say you are going to do**

Being consistent in delivering on promises. This means:

* Starting with a positive intent
* Setting clear expectations
* Taking personal ownership to deliver on your own commitments and supporting others to do the same
* Holding yourself and others to account for delivery against those expectations
* Being conscientious and driven

**Proactively find and take new opportunities**

Taking the initiative in every situation. This means:

* Continuously looking for opportunities to improve the organisation, yourself, and your areas of responsibility
* Always stepping up to get involved
* Being brave and bringing challenge to colleagues in order to make things better for our customers

**Welcome feedback and continuously learn**

Continuously develop your skills and how you work. This means:

* Treating every day as an opportunity to learn
* Being open to new perspectives, experiences, and feedback, recognising it helps you develop
* Giving feedback openly and honestly
* Being aware that your own ideas may not be perfect, and your perceptions can change
* Be open about mistakes and use them to learn.