

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Short Course Trainer Locksmithing
Post Holder	
Accountable To	Susan Rennie
Responsible For	Delivery of Locksmithing Course Providing learning and assessment in line with agreed standards/qualifications
Department	Business Development Unit

Overall Purpose of Job
<ul style="list-style-type: none"> • To deliver a training course - Maintain and gain access to Multi- point window and door locking Systems (3 Point locks and espagnolette's) • To provide effective learning and assessment to the standards set out in the qualifications to be delivered.
Main Duties and Responsibilities
<ul style="list-style-type: none"> • To tutor and assess candidates in the skills required to successfully understand and use the latest high security locks on the market. • To provide candidates with the knowledge to face new challenges with confidence and an understanding of locking systems and how they work. • Deliver formally structured sessions to agreed target using a range of learning methods. • Provide supervision of candidate through their learning. • Complete Borders College paperwork in line with processes and procedures • Maintain accurate records relating to student attendance and achievement. • Develop, review, maintain and update learning materials including lesson plans, handouts and assessments. Course materials will be held in a central bank for quality monitoring. <p>You may also be asked to:</p> <p>Act as Internal Moderator for an area of occupational competency as required.</p> <p>Act as a Course Tutor as required</p> <p>Support the work of the Unit in terms of marketing, recruitment, resourcing of student provision as required.</p>
Quality Management
<ul style="list-style-type: none"> • To comply with internal systems for quality including Internal Verification, audits, Approvals.
Customer Service

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- To work to the principles of customer through the delivery of high quality, efficient service.
- To meet Borders College's contractual obligations for delivery of all services and training to customers.

Programme / Product Development

- To ensure the programme of delivery meets the needs of the customer
- Maintain current knowledge of security systems window / doors / locks

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Equal Opportunities

- To ensure that Borders College's Equal Opportunities policy and procedures are adhered to.

Health & Safety

- To ensure safe and healthy environments for all candidates, staff and visitors
- To adhere with Borders College's Health and Safety policies, procedures and systems

Finance

- To meet agreed targets and milestone as identified by line manager
- To report on financial targets monthly as required by funders

Other Accountabilities

- To maintain high quality continuous professional development activities within area of expertise
- To maintain accurate, up to date CPD records.

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
L&D9DI / L&D11 or A1 / V1 or D32 /33 / 34	D
Relevant Qualification within Locksmithing	E

KNOWLEDGE	Essential or Desirable
Good working knowledge of joinery including Locksmithing	E
Sound knowledge of assessment strategy for joinery including Locksmithing	E
ICT skills	D

EXPERIENCE	Essential or Desirable
Substantial experience of working in Joinery industry	E
Proven track record of working within joinery industry including Locksmithing.	D
Experience of working independently	E

INTERPERSONAL SKILLS & ABILITIES	Essential or Desirable
Ability to impart knowledge to others effectively	E
Ability to communicate with others in a variety of formats	E

OTHER ABILITIES/QUALITIES	Essential or Desirable
Ability to travel to meet client / candidates needs	E
Self- motivated and flexible	E
Reliable	E
Good organisational skills	E
Positive	E
Enthusiastic	E
Ability to market and promote provision	E