

Role Profile

Job Title:	Skills Development Coach/Tutor - Fire & Security Systems
Department:	Engineering
Responsible to:	Centre Workshop Manager

Main purpose of job:

To deliver theoretical and practical learning sessions for delivery on level 3 programmes that cover Vocational and Work related skills relative to the sector and to ensure learners are effectively supported throughout the learning process.

Main Duties:

- Carry out on-site assessments of Fire and Security system Apprentices and managing a digital portfolio for national and local Fire and Security companies. Mentor and encourage Apprentices through their 3-year programme. This may involve national travel to customer sites.
- To work as part of the Fire and Security Team to assist with the design, development and delivery of learning programmes which are predominantly classroom/theory and/or practical based on programmes up to and including Level 3.
- To be knowledgeable, technically competent and ensure you keep up to date with current and relevant occupational experience in The Fire and Security Industry, which will include but will not be limited to a wide range of Industry system types such as, but not limited to: Fire & Security alarm systems across a variety of sites, small, medium and large both Simple and Complex design within the fire industry and or CCTV, Intruder alarms.
- To operate with flexibility to be able to teach Level 3 programmes within the role of Engineering FE Tutor delivering FESS Fire and Security based syllabus and assessments of Apprentices.
- To design, develop and deliver creative, inclusive learning programmes, schemes of work, lesson plans and materials to deliver high-quality structured learning sessions to meet learner and customer needs and programme specifications.
- To contribute to the internal verification, assessment and standardisation of work process and to the development and delivery of the SAR (Self-Assessment Report) and QIP (Quality Improvement Plan) or similar in the pursuit of continuous improvement.

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- To maintain appropriate learner tracking records that meet company, awarding body and customer requirements. To provide information relating to learner progress, achievements and support needs.
- To effectively manage the delivery environment and the learning process to ensure the safety and well-being of all learners. To follow guidance in effectively contributing to the management of learner behaviour.
- To ensure that all resources are serviceable and safe for use and to maintain the stock levels of relevant consumable items in agreement with the appropriate Manager.
- To contribute to the promotion of Training 2000 particularly with employers, learners, schools and parents by assisting with School visits, Parents Information Evenings, Open Days and Prize Nights relative to the Engineering department.
- To demonstrate knowledge and compliance with regards to GDPR and all associated Data Protection legislation. This includes having due regard for any personal data that you may come into contact with in your role which includes learners/ customers/ staff, especially when using portable or personal devices (laptops and mobile phones) or when working remotely, in order to keep data secure and confidential.
- To keep up to date with all GDPR and data protection policies and legislation and understand and report any data security breaches promptly to the appropriate persons.
- To undertake any other duties comparable with the role as requested by a member of the leadership team.

Signed by Employee:	Date:
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Person Specification

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Department: Engineering
Responsible to: Centre Workshop Manager

Criteria	Essential requirements	Desirable requirements
Knowledge and Qualifications	<ul style="list-style-type: none"> Subject specialist vocational qualification (e.g. fire and security/emergency systems/ electrical), minimum level 3. Minimum GCSE in English and Mathematics grade C and above. NVQ level 3 minimum in Fire and Security apprenticeship. L3 Assessor Award (or willing to work towards) L3 Teaching Qualification (or willing to work towards) Or Apprenticeship including City & Guilds 1882 or equivalent City & Guilds Electronic Security and Emergency Systems 1853, 1852, 1851 or 1850 	<ul style="list-style-type: none"> BTEC / OND in Electrical or Electronics. IOSH Working Safely. Strong knowledge of quality assurance practice. Strong knowledge of Health & Safety legislation and how to implement effective policy. Understanding of Equality & Diversity and how to implement effective policy.
Skills & Relevant Experience	<ul style="list-style-type: none"> Significant experience of design, installation, commissioning and fault rectification of various addressable and non-addressable fire panels within the relevant occupational sector (Fire and Security alarm systems). A wide range of Industry experience across a variety of system types such as: Fire and Security alarm systems across a variety of sites, small medium, large of both Simple and Complex design. Strong interpersonal skills, active listening skills and excellent ability to coach/mentor to aid learner progression. 	<ul style="list-style-type: none"> Teaching or presentation experience in an appropriate educational environment. Experience of Kentec, Hochiki & Apollo products. Current ECS or CSCS Card IOSH Safety certificate Fire Industry Association FIA Modules

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Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none">• Strong organisation and administration skills in documentation on a timely and accurate basis to contractual requirements.• High personal level of Literacy and Numeracy.• Strong ICT skills in Word, Excel and PowerPoint presentations.• A minimum of Five years Field experience in an appropriate Fire systems environment.	
Behaviours	<ul style="list-style-type: none">• Demonstrates open, honest and supportive behaviours which are in alignment with the Company's Core Values.• Demonstrates an ability to support continuous improvement by offering innovative ideas and solutions which benefit the learning process.• Demonstrates a strong and effective interaction with others as an effective team player and support to others.• Role model behaviours which both inspire learners and lead by example.	<ul style="list-style-type: none">• Demonstrates patient and empathetic behaviours in the effective and professional engagement with learners throughout the learning process which encourage high levels of learner performance.• Demonstrates responsive and flexible behaviours in accordance with the needs of learners and the learning process.

Signed by Employee:	Date:
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