



Role Profile

Job title:	Vocational Instructor	Reports to:	Programme Manager
Grade:	GG 11 SC3 £41,715-£46,350 Depending on experience and qualifications	Last evaluated:	
Directorate:	Apprenticeships & Industry Training	LT area:	Apprenticeships & Industry Training
Location:	NCC Based	Budget responsibility (optional):	

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies. Our main objective is to create a culture that helps all our customers strive towards a workforce that is reflective of today's society.

Role purpose:

To provide high quality vocational education and training for all learners that reflects the specialist knowledge, skills and behaviours required in industry and by external awarding organisations.

Key responsibilities and accountabilities:

1. Plan and deliver engaging and interactive practical and theory lessons, reflecting the specialist knowledge, skills and behaviours required in industry and aligned to the Teaching, Learning and Assessment Strategy.
2. Develop high quality and inclusive teaching, learning and assessment resources.
3. Using the results of initial and diagnostic assessments and considering prior learning, provide individualised learning and support to ensure all learners needs are met.
4. Provide all learners with regular written and verbal feedback on their work and performance, so they can make future improvements.
5. Track and monitor learners progress using the Learner Management System.
6. Develop learners personal, English, maths and digital skills to support them to succeed in society and the world of work.
7. Work closely with the Apprenticeship Development Coaches/Apprenticeship Officers and participate in the learner periodic review process, to ensure learners and employers are fully up to date with the progress being made.
8. Ensure that Vocational Assessors are kept up to date with the progress learners are making whilst at NCC.
9. Participate in the learner at risk process and implement strategies to ensure that all learners falling behind are quickly brought back on track.



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10. Support apprentices developing their knowledge, skills and behaviours in the workplace if required.
11. Provide learners with information advice and guidance relating to career progression opportunities.
12. Follow all safeguarding policies and practices and be responsible for fostering a positive, inclusive and safe learning environment where all learners feel safe, included and supported.
13. Ensure that all learners work safely and always follow all health and safety rules and regulations.
14. Establish and maintain strong relationships with relevant industry professionals, employers and other stakeholders, to ensure that industry specialisms are kept up to date.
15. Attend relevant workshops, conferences, and training sessions to keep up to date with changing teaching, learning and assessment methodologies.
16. Always display positive behaviours and attitudes to colleagues and learners.

We may, in consultation with you, need to vary these duties from time to time to respond to the changing requirements of the organisation. Such other duties will be commensurate with your skills, knowledge, and experience.

People Leadership / Team Leadership – where the role has direct or matrix reports.

- No direct or matrix reports

Key contacts and relationships:

- Senior managers
- Curriculum delivery teams
- Curriculum managers
- Learners
- Employers
- Assessment and verification team
- Support services teams
- Safeguarding, welfare and health and safety teams
- Apprenticeship development coaches and managers
- Quality team
- Industry training team

Knowledge and Experience

Essential:

- Minimum of Level 3 (or equivalent) vocational qualification directly related to the role applied for.
- Specialist licence to practice qualifications relevant to the role applied for.



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- Relevant industry experience in the construction industry in a related role.
- Excellent knowledge of current industry practices.
- Minimum of Level 3 teaching qualification (or commitment to achieve within one year of commencing role).
- Assessor Awards (or commitment to achieve within one year of commencing).
- Evidence of continuous professional development.
- Excellent verbal and written skills.
- Educated to level 2 or above in English and maths.
- Excellent organisational skills.
- Knowledge, skills, and experience in Microsoft Office 365.

Desirable

- Higher level construction related qualification.
- Level 5 teaching qualification.
- Experience of apprenticeship delivery.

Behavioural competencies (in order of importance):

- Fairness, Inclusion and Respect (FIR) level 2
- Works collaboratively level 2
- Drives for results level 2
- Leads by example level 2
- Communicating with impact level 2
- Building capability level 2

Special Conditions/Other Requirements: e.g., enhanced DBS, travel requirements, working arrangements

- Able to work non-standard hours as required
- Able to travel and make occasional overnight stops
- Full Driving Licence
- Enhanced DBS check

Version Control:

Version	Date	Author	Change
1.0	27/06/23	Gary Cumiskey	



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Version Control System

When creating this document or making any amendments to an existing document please: indicate the version of the document in the table above along with the date and a brief outline of the change(s) made. Please follow the control system examples below to ensure consistency and continuity.

Version 0.1	Draft version.
Version 0.2	(etc.) Update to draft version.
Version 1.0 evaluated	First finalised version. At this stage the document is ready to be 'issued' for Job Evaluation – but has not been evaluated
Version 1.1	(etc.) Subsequent amendments to the first 'issued' version prior to evaluation.
Version 1.1(E)	The 'E' indicates that the role has been evaluated through the Job Evaluation process and a Grade has been agreed. This is now a 'live' version.
Version 2.0(E) a	Indicated a major revamp that does not affect the role's Grade. For example where the role content is reviewed after a period of time.
Version 2.0(N)	Indicated a major revamp that is expected to affect the role's Grade and re-evaluation is required.
Version 2.1(E)	Indicates that the role has been evaluated through the Job Evaluation process and a Grade has been agreed. This is now a new 'live' version.