

College of Haringey, Enfield and North East London
Job Description and Person Specification

Post:	Assessor in Electrical Installation
Contract:	Permanent
Hours:	35 hours per week
Reporting to:	Curriculum Manager

Key Purpose

The post holder will be responsible for assessment, review, and training to meet college and National standards, enabling work based and apprenticeship learners to develop the knowledge skills and understanding to achieve vocational qualifications in the area of Electrical Installation. They will, if required, deliver underpinning knowledge and practical instruction as required.

Main Duties and Responsibilities

1. Undertake assessments and reviews of vocational programmes
2. Undertake assessment and support for portfolio evidencing.
3. Participate as a member of the course team and support curriculum developments.
4. Provide advice and guidance to new students and enrol students on their programme of study.
5. Delivery specialist units in accordance with the Electrical Installation sector apprenticeship standard / requirements at levels 2 and 3
6. Prepare and support learners to be EPA ready

MAIN DUTIES AND RESPONSIBILITIES:

1. **Duties relating to assessment and learner reviews.**
 - 1.1. Maintain and promote National and awarding body standards, ensuring quality of provision.
 - 1.2. Timely and effective assessment of learners within the College and a variety of work-based locations to meet awarding body standards.
 - 1.3. Delivering training and learning support to enable learners to successfully achieve qualifications.
 - 1.4. Conduct assessment visits every 4-6 weeks in line with National and awarding body standards to ensure continuity of learning
 - 1.5. Maintain accurate records of learner's progress providing individual feedback and guidance to both learner and employer at each visit according to College policy.

- 1.6. Plan assessment visits with employers and learners from enrolment to completion setting clear milestone targets.
- 1.7. Support and advise learners on how to achieve their qualification, producing individual learner assessment plans and a supporting portfolio of evidence.
- 1.8. Develop assessment plans and maintain and monitor assessment systems required to record candidates' progress and achievements, and to ensure quality assurance of the qualifications offered
- 1.9. Develop assessment plans and deliver underpinning knowledge for qualifications as required on company premises or College sites to ensure success
- 1.10. Ensure individual learner needs are met through the provision of learning support i.e. literacy, numeracy, ICT or the delivery of technical certificates.
- 1.11. Effectively manage administration, travel, quality assurance, standardisation, assessment and training support to meet the needs of all learners within an agreed timetable, which may include occasional evening work if required.
- 1.12. Maintain accurate and up-to-date individual learner records to support assessment, internal and external verification
- 1.13. Carry out internal verification where appropriate.
- 1.14. Liaise with Internal Verifiers, External Verifiers, other Assessors and professionals
- 1.15. Complete accurate reports when learners withdraw from programmes
- 1.16. Plan and implement sector specific targets to enable individual learners to meet the agreed completion dates
- 1.17. Follow up student absences and ensure timely communication with employers and tutors on learners' progress and achievement.
- 1.18. Maintain standards and targets, reviewing and evaluating course provision and joint action planning with the course team.

General Duties

- 2.1. Comply with all administrative requirements, registration and awarding bodies and completion information for internal verification.
- 2.2. Attend team meetings as required.
- 2.3. Promote information and participate in processes for internal verification.
- 2.4. To take an active part in the appraisal process.
- 2.5. To take part in college open days and other promotional events.
- 2.6. To comply with all Health and Safety regulations.
- 2.7. To promote actively all College policies and particularly those which refer to equal opportunities and health and safety.
- 2.8. To participate in appraisal of the post holder's own performance, together with associated personal development action planning.

2.9. To participate in the post holder's own staff training and development, designed to enable him/her to keep up to date with developments in his/her area of work and to develop a personal career plan and gain the skills to achieve it.

2.10. To undertake any duties consistent with the key purpose and objectives of the post.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder to reflect changes in the job or the organisation.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Relevant Vocational qualification in Engineering	X	
	Qualification in assessment A1 or TAQA Award	X	
	Recent industrial qualification	X	
	Relevant teaching qualification such as PTTLs, CTLLS or equivalent V1		x
Knowledge / Experience	NVQ/technical certificate assessment and assessment design.	X	
	Portfolio building and support of Apprentices	X	
	Planning and delivering underpinning knowledge.	X	
	Relevant Commercial or Vocational experience.	X	
	Experience of working with employers	X	
	Vocational experience of assessing within Business Administration or related area	X	
	Engaging learners to achieve objectives and targeted outcomes	X	
	Understanding of FE issues including awarding body requirements.	X	
	Knowledge of recent developments in vocational area	X	
	Experience with using Smart Assessor		X
Skills / Abilities	Good interpersonal and communication skills.	X	
	Good planning and time management skills.	X	
	Good organisational and administration skills.	X	
	Ability to use own initiative and work flexibly.	X	
	Ability to use electronic assessment and tracking systems.	X	
	Ability to assess, support and motivate Apprenticeship/work-based learners in different contexts.	X	
	Ability to work well with others.	X	