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#### JOB DESCRIPTION

**Job Title: Assessor/Trainer – Heating and Ventilation**

**Directorate: Teaching and Learning**

**Faculty: Construction and Motor Vehicle Technology**

# Reporting To: Work Based Learning Manager

**Date JD produced/revised: October 2017**

**Reference: SMT 290**

**The primary purpose of this job role is to:**

Provide high quality training to learners both in College and in their place of work. Assess learner’s competence in line with appropriate industrial and qualification standards, and record assessment outcomes.

**The primary duties, tasks and responsibilities of this job role are to:**

**1. Organise and provide training and support for candidates**

1.1 Agree, design, and deliver training programmes in the appropriate area, providing support to candidates to achieve their qualification within agreed timescales.

1.2 Prepare learners for assessment.

1.3 Action plan and conduct training sessions on company premises on College site.

1.4 Provide instruction and training, ensuring training meets standards set by the College and Awarding Bodies.

1.5 Prepare packages for training and assessment.

**2. Conduct assessments**

2.1 Organise and plan assessment opportunities with candidates and employers.

2.2 Carry out assessment activities in the required locations.

2.3 Ensure fair access to equal opportunities in assessment for all learners.

2.4 Comply with the relevant awarding body requirements in all assessment processes.

2.5 Support candidates in completing portfolios of work.

2.7 Present candidates work for verification when required.

 2.8 Complete the appropriate documentation when candidates successfully complete the qualification.

2.9 Liaise with College internal verifiers to maintain quality systems in line with NVQ and college quality requirements.

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**3. Carry out administrative requirements in line with the contract**

3.1 Enrol candidates in line with the College procedures.

3.2 Ensure candidates are registered with the appropriate Awarding Body within 10 weeks of start date.

3.3 Maintain individual records in both written and computer generated database formats to support the programme.

3.4 Maintain accurate records for all candidates.

3.5 Collect feedback from learners.

3.6 Provide co-ordinator with records of learners’ progress.

3.7 Complete the appropriate documentation when candidates withdraw from the programme.

3.8 Maintain a diary of visits to the learners in their workplaces.

3.9 Ensure documentation relating to records required for audit and inspection purposes is accurately maintained.

3.10 Attend meetings as appropriate.

3.11 Where necessary, carry out review meetings with the learners in the workplace and complete review records.

**4. Comply with Health and Safety requirements**

4.1 Know and abide by the Health and Safety rules within the College and company premises and be aware of good practice in the working environment.

4.2 Ensure that candidates work in a safe manner and that they do not endanger themselves or the safety of others.

**5. Professional Development**

5.1 Maintain and update your own knowledge and skills (CPD) in line with Awarding Body requirements.

5.2 Undertake training identified as relevant to the position.

5.3 Lead by example to maintain a high standard of professionalism.

**6. Business Development**

6.1 Regularly communicate with clients to maintain good relationships.

6.2 Further develop links with regular contacts and promote new business as appropriate.

6.3 Act as a conduit between employers and the College ensuring that all business

 leads are referred to the appropriate College nominee.

6.4 Recruit new candidates as agreed with line manager.

6.5 Attend college open days and other publicity events as directed by line manager

**7. Other Duties**

 7.1 Undertake such other duties as may be required commensurate with the grade, at the initial place of work or at any other College site, as may be requested of you by your line manager at your initial place of work or at any other premises which the

 Corporation currently has or may subsequently acquire.

**Special conditions or working arrangements applicable to this role are:**

This post is defined as being within a regulated environment and therefore the post holder is required to hold an enhanced DBS disclosure check deemed acceptable to the College and to be re-checked every 4 years.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

###### Applicable to Teaching Staff and Curriculum Managers Only

As an organisation we are committed to supporting all our teaching staff in achieving formal teaching qualifications and will provide training and support to enable you to do so where you do not already hold a Certificate in Education, PGCE or equivalent qualification.

Teaching staff whose employment commenced on or after 1 September 2001 are required and contracted by the College to either have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the Further Education Teachers' Qualifications Regulations 2001. The type of qualification required and the time period for acquiring it, depend on a number of factors including the type of post that is held, the teaching undertaken and hours of work

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

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| **Terms and Conditions** | **Details** |
| **Salary Scale** | APTC Scale 5 to SO1 depending on qualifications and experience |
| **Salary: (to be pro rated if part-time)** | £20,633 to 27,541 p.a. |
| **Superannuation Scheme:** | Local Government Pension Scheme |
| **Number of hours to be worked per week** | Full Time & Part Time Hours Offered  |
| **Full year or term time only contract** | Full year |
| **Contract type** | Permanent  |
| **Annual Leave Entitlement**  | 25 days  |

**EMPLOYEE PROFILE**

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| ATTRIBUTES | **ESSENTIAL** **ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE** | **ADDITIONAL****KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE** | **ASSESSMENT METHOD****e.g. application form, interview, tests** |
| **Qualifications** | Level 3 NVQ or Advanced qualifications in HEATING AND VENTILATION | Assessor award A1 Assessor Awards (D32/D33)V Award (D34 )Current Unvented Hot Water qualificationCSCS statusBEd. Cert Ed. PTLS or DTLS teaching qualification | Application formCertificates |
| **Related** **Experience** | Recent and relevant industrial experience covering at least five yearsExperience/knowledge of the current NVQ system | Experience of teaching within a Further Education or training environmentExperience of the current NVQ system | Application FormInterview |
| **Special** **Circumstances** | The work may include evening, weekend and summer holiday periods.Must possess a current driving licence and be prepared to use own vehicle (mileage will be paid) |  | Interview |
| **Knowledge, skills and abilities** | Health and Safety legislation knowledge applicable to the occupational areaWillingness to undertake further training / qualification/s as requiredGood communication and interpersonal skillsGood record keeping skills and attention to detail |  | Application FormInterviewReferences |
| **Disposition and approach** | Highly motivatedGood team playerAble to work flexibly and on own initiative.Maintains a professional personal appearance and acts with integrity at all timesSupports Equality & DiversityTo promote and safeguard the welfare of children and vulnerable Adults. Commitment to equality & diversity |  | InterviewReferences |