



Assessor in Mechanical / Electrical Engineering

Full Time 37 hours per week

Salary: £29,087 – £32,176 includes a market supplement

30 Days Holiday plus Bank Holidays

Local Government Pension Scheme

The Engineering provision at Oaklands is extensive and offers courses through to Level 6 BSc (Hon) degree. We offer a range of disciplines from mechanical engineering, civil engineering, aeronautical engineering to electronics and maintenance engineering.

The role will be to support our students in the workplace and within the college environment through to the completion of their course. As an Assessor, you will be assessing apprentices and NVQ's at level 2, 3 and 4. We offer you the exciting prospect of being an integral element in our students' career aspirations.

You should have an Engineering background and relevant subject specific qualifications at Level 3 and/or 4.

Candidates should have relevant Engineering sector background and ideally hold a formal Assessor qualification or be willing to work towards.

Due to the nature of the role, you will be required to travel between various sites and employers in the Hertfordshire region; standard mileage rates will be paid.

Closing Date: Sunday 20th May

Interview Date: To be confirmed

Job Description

REPORTING TO - Head of Work Based Learning

SUMMARY OF POST

To ensure that students on vocational programmes are assessed within agreed timescales to meet the awarding body criteria and to provide training where necessary and carry out business development activities.

KEY RESPONSIBILITIES

- To carry out IAG/IA with students (to assess suitability of the course against their needs).
- Support and deliver training and assessment of students in the workplace and where relevant in the college environment.
- Assess and monitor portfolio of students work and ensure completion within agreed deadlines and target date (including electronic or paper based portfolios).
- Complete assessment paperwork to the required audit standards
- Compile the required programme documentation for students

- Comply with quality assurance procedures and standards set by the college and awarding and funding organisations.
- Run workshops (where required) to ensure students cover scope of training required (including Functional skills, ERR and PTLS).
- Conduct timely and comprehensive reviews of learner progress and update training plans and college tracking systems
- Attend and participate in department standardisation meetings
- Liaise and work with the internal verifier as required
- Prepare and collect evidence for inspection by internal and external audits when required.
- To set out and effectively and efficiently organise workplace visits and ensure safe use of own transport to candidate sites of work
- To agree and meet performance targets relating to business development and learner retention and achievement.
- Take responsibility to recruit and maintain an agreed caseload

RECRUITMENT CRITERIA

- Holds the minimum of Level 3 subject specialist qualification
- 3 years relevant industry experience and evidence of CPD in the subject specialism where required
- Ability to travel to customer service sites on a frequent basis

PERSON SPECIFICATION

- Enthusiasm for role and commitment to principles of learning
- Team Player and also able to work on own initiative
- Ability to work unsupervised and manage own workload
- Ability to communicate at all levels

SKILLS AND EXPERIENCE

- Has relevant experience and competency to assess within the sector in which he/she is working
- Has good written and oral communication skills at all levels
- Is able to coach/train and develop students
- Demonstrates effective administrative and organisational skills
- Is accurate and timely in record keeping
- Is fully familiar with a range of IT systems and able to promote effective use of them to students
- Has experience of working with students/learning environment
- Has good interpersonal skills