



JOB AND PERSON DETAILS

POST TITLE:	Part-time Assessor/Associate Tutor in Manufacturing Operations Tyro Training - Scarborough
LOCATION:	Craven College, Skipton (Multi-site)
RATE OF PAY:	Part-time Assessor/Associate Tutor payment is based on caseload Please see your line manager for further details
HOURS:	Temporary variable hours As arranged with the Department Manager
RESPONSIBLE TO:	Business Development Manager/Training Operations Manager
SPECIAL CONDITIONS:	Required to assess and tutor a specific caseload as designated by the Business Development Manager/Training Operations Manager. Due to the nature of the work it is essential that applicants have a current clean driving licence and own, or have use of, an appropriately insured car. Pay claims are submitted on the last working day of the month for payment on the last working day of the following month. A full enhanced disclosure check will be required via the Disclosure & Barring Service (DBS) for this post.
CLOSING DATE:	Thursday 6 July 2017 - midday
INTERVIEW DATE:	TBC
POST NO:	S441

<p>If you experience any difficulties in accessing any employment information or completing the College application form please contact Clare Baker, (Assistant Human Resources Manager) at cbaker@craven-college.ac.uk for assistance</p>

JOB SPECIFICATION

MAIN JOB PURPOSE

To deliver and assess NVQ/Diplomas/Apprenticeships both in the workplace and/or on College sites to meet delivery requirements. Quality Assurance procedures are required, ensuring timely achievement of candidates.

KEY DUTIES AND RESPONSIBILITIES

This job description is a comprehensive guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

- To contribute to the co-ordination of NVQ/Diploma/Apprenticeship courses in conjunction with the Business Development Manager/Training Operations Manager with responsibility for: administration, internal communications and liaison with Internal Quality Assurers, organisation and planning, course development and curriculum enrichment, validation, quality standards, course marketing and promotion;
- To manage a caseload of NVQ/Diploma/Apprenticeship candidates and be responsible for monitoring candidates' progress throughout the programme of study, liaising with Assessors, Internal Quality Assurers and employers to ensure timely achievement;
- To assess Qualification units delivered to candidates either within college or in the work-place;
- To agree and review an individual learning plan with candidates;
- To provide relevant underpinning knowledge where required related to qualification;
- To identify opportunities for candidates to demonstrate competence and collect evidence;
- To identify valid and sufficient sources of evidence to meet quality standards;
- To be responsible for monitoring candidates' progress throughout the programmes of study, liaising with the Internal Verifier and identifying issues and interventions to ensure timely achievement;
- To identify gaps in achievement and provide constructive feedback;
- To negotiate individual action plans with candidates and employers;
- To carry out efficient administrative procedures, and to keep up-to-date records and paperwork, in line with quality assurance procedures, self-assessment; internal verification policy;
- To keep abreast of new developments in the field, to contribute to the introduction of new approaches in the curriculum area and to share best practice across different curriculum areas;
- To liaise effectively with the Business Development Manager/Training Operations Manager and Head of School, other assessors, management, staff within the College, and employers to deliver and evaluate an effective programme;

- To attend and actively participate in regular Course team, standardisation meetings and meetings with internal verifiers, external verifiers and awarding bodies, as requested by Business Development Manager/Training Operations Manager;
- To undertake Continuing Professional Development (CPD) in line with College policies and maintain occupational competence;
- To be pro-active, where appropriate, in developing links with industry and other agencies;
- Any other duties commensurate with grade and status as may reasonably be requested;
- You will be expected to be fully conversant with and implement the college's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, pays attention to specific needs identified through assessment, and being mindful of cultural or gender differences;
- To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
- To measure the success, retention, achievement and recruitment of your learners by different equality strands and put in place action plans to address any underperformance.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all of the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Professionally qualified in the subject area;
- Teaching qualification to minimum Level 3 (Teaching Award in Education and Training) or equivalent (or willing to work towards);
- AI Assessor award or equivalent;
- Recent relevant industrial experience;
- An excellent working knowledge of the subject area;
- Ability to work flexibly and on own initiative to meet the needs of Work Based Learning, and College;
- Ability to maintain relevant records and documentation accurately;
- Willingness and ability to undertake further professional development linked to the Department curriculum and College needs;
- Ability to achieve high standards working under pressure;
- Excellent interpersonal skills;
- Current driving licence and use of car.

DESIRABLE REQUIREMENTS

- Qualifications in line with College Policy and legislative requirements i.e. PGCE or Certificate in Education/Level 3 Teaching Award in Education and Training or Level 5 Diploma in Education and Training (or prepared to work towards);
- Internal Quality Assurer Award i.e. V1 or equivalent;
- Previous experience of Teaching, Training and Assessing ideally in the FE sector;
- Appreciation of quality issues in FE.