

## Loughborough College Job Description

### 1. Job Details

Job Title: Electrical Installation Workshop Assessor

Competency Level: Curriculum Support 3

Reporting To: Curriculum Manager

Department: Advance Manufacturing and Technology

Annual Salary (FTE): £25,658 per annum

Date: April 2018

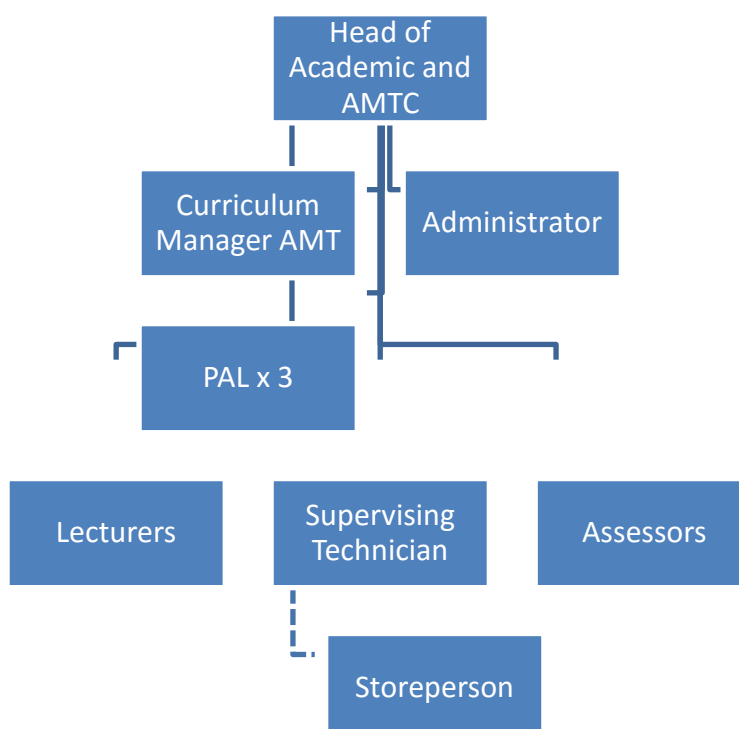
### 2. Job Purpose

To support students in successfully completing their course and achieving a relevant qualification through the timely assessing of their performance and/or related knowledge in a range of workshop and classroom based settings, ensuring the competence and knowledge demonstrated meets the requirements of the curriculum/ awarding body.

### 3. Dimensions

*Not applicable*

### 4. Organisation chart



## 5. Key Responsibilities

- To act as an Assessor on college premises, for students on electrical installation courses ensuring that practical workshop and, on occasion, classroom submitted written work is assessed in line with awarding organisation and college requirements and quality standards in a timely manner
- To ensure students' submitted and presented work is in line with the awarding body and college's programme requirements, for example portfolio compliance, conducted in consultation with the teaching team and Programme Area Leader (PAL)
- To monitor and record student progress and success in a timely manner in line with Awarding Organisation requirements in consultation with the Curriculum Manager and PAL
- To facilitate, support and participate in the standardisation and moderation processes and internal verification activity in consultation with the Curriculum Manager and PAL
- To comply with best practice administrative and quality assurance systems at all times
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills including that of being a qualified Assessor
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- To undertake stated duties and to modify duties and responsibilities as required to meet new situations, as required by the Curriculum Manager and college management

## 6. Key Result Areas

Action	Result
Conduct frequent scheduled/planned assessments of students' submitted work in the work shop or other setting	To ensure students are supported and on track to achieve
Provide timely, detailed feedback to the learner	To ensure all students achieve to the best of their ability
Complete relevant and approved centralised records of all assessments	To maintain accessible, accurate and timely tracking and monitoring of student progress
To facilitate and participate in standardisation, moderation and internal verification activity	To ensure Awarding Organisation criteria are met and academic standards maintained
To conduct students assessment activity on vocational programmes within agreed timescales	To ensure students achieve in a timely manner
Participate in staff development opportunities and mandatory training	To ensure teaching and learning is up to date and maintained to the highest standards

## 7. Key Working Relationships and Communications

**Internal:** Teaching team members/peers, Curriculum Manager, Programme Area Lead, Head of Department, Progress Tutor/s

**External:** Awarding Bodies and partners, e.g. JTL, RWE

## 8. Scope for Impact

*Not applicable*

## 9. Competency profile

Competency	Descriptor	Competency	Descriptor
<b>Accountable</b> - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Takes ownership for own development, supports that of others and develops beyond own role. Works efficiently; makes best use of the College's resources. Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies.	<b>Entrepreneurial</b> - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. You respond enthusiastically to ideas from individuals or teams and provide constructive feedback. You understand how your tasks fit into the overall strategy.
<b>Agile</b> - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Supports change and supports colleagues in adapting to change. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.	<b>Inspiring</b> - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Brings leadership qualities to supervisory skills; inspires others to be their best. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs. You include people in deciding actions and processes so that they feel personally connected to the accomplishment of goals. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws.
<b>Engaging</b> - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with accuracy; enables mutual understanding; confident presenter. You recognise others' strengths and weaknesses; you support them where there are shortcomings, and leverage their strengths so that your team achieves desired outcomes.	<b>Integrity</b> - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i>	Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Own work consistently contributes to the strategic aims of the College. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.

**10. Knowledge, Skills and Experience (Person Specification)**

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	TAQA Assessor Award or equivalent	✓		Application/ Certificates
2	IQA Verifier Award or equivalent		✓	Application/ Certificates
3	Possess a relevant vocational qualification at an appropriate level	✓		Application/ Certificates
4	Good standard of literacy and numeracy levels 4 - 9 (GCSE grades A-C) in English Language and Maths or equivalent	✓		Application/ Certificates
<b>EXPERIENCE</b>				
5	Experience of delivering sessions to groups		✓	Interview/Assessment
6	Experience of supporting and managing diverse needs of students	✓		Application/ Interview
7	Proven experience of motivating students to achieve excellent results	✓		Application/ Interview
8	Experience contextualising and embedding learning to meet specific learning needs	✓		Application/ Interview
9	Evidence of effective use of ICT/ILT in all aspects of work	✓		Interview/ Assessment
10	Experience of collaborating with colleagues from other subject areas	✓		Interview
<b>SKILLS &amp; KNOWLEDGE</b>				
11	Good teaching and learning skills	✓		Interview/ Assessment
12	Experience of active learning and assessment methods	✓		Interview/ Assessment
13	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a vocational context	✓		Interview
14	Work flexibly and to deadlines	✓		Interview
15	Excellent planning, administration and organisational skills	✓		Interview/ Assessment
16	Communicate effectively to a diverse range of stakeholders at all levels	✓		Interview
17	Work independently and as a part of a cross-curricular team	✓		Interview
18	Provide clear feedback to students and key staff	✓		Interview
19	Possess a vocational background knowledge and an ability to engage with vocational content	✓		Interview/ Assessment
<b>BEHAVIOURS</b>				
20	Work effectively with colleagues as part of a team	✓		Interview

21	Motivate and relate with students from a range of different cultural backgrounds	✓		Interview/ Assessment
22	Comply with professional standards at work	✓		Interview
23	Show commitment to the improvement and maintenance of standards	✓		Interview
24	Promote the College's equal opportunities policy and practices	✓		Interview/ Assessment
25	Ensure the safeguarding of students	✓		Interview

## Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in April 2018 and may be amended in light of changing circumstances following discussion with the post holder.

## 11. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	