

**Electrical Assessor**

**Job Description**

## Main Purpose of Job

To support teaching and learning in the school by ensuring the provision of high quality assessment on programmes.

**Assessing/Training**

* To ensure assessment to meet the needs of employers and learners
* To assess students in the workplace, in line with Awarding Body standards
* To give constructive feedback to learners on assessment decisions and agree future targets
* To provide internal verification as required
* To liaise with client organisations to promote the benefits of the college’s service and identify organisational and individual training and development needs
* To maintain accurate and complete learner tracking systems and records to meet college requirements and audit requirements
* To develop and maintain up to date occupational knowledge
* To develop and establish new provision through the service and generate additional income for the college
* To support the delivery of the Maths and English elements of the programme
* To develop links with local businesses and generate a caseload of candidates
* To ensure candidates are managed to achieve in a timely manner
* To positively promote the college and its services in the local area

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested
* To undertake continuous professional development

**Additional Duties**

* To meet the individual needs of all students and customers
* To promote and safeguard the welfare of young people and vulnerable adults at the college
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



**Electrical Assessor**

**Qualifications**

* Relevant qualification to minimum of Level 4
* Assessor qualification
* Literacy and numeracy to minimum of level 2
* Evidence of continuing professional development

**Knowledge/Experience**

* Experience of effective team working and promoting relationships between staff, students and the community
* Experience of delivering training or assessing
* Proven industrial/commercial background
* Experience of working with external organisations such as awarding bodies
* Knowledge of Equality & Diversity and Safeguarding issues
* Clear understanding of customer service
* Knowledge and experience of meeting target and monitoring progress
* Experience of working in a college environment would be an advantage
* Experience of delivering training or assessing on Supporting Teaching and Learning in Schools programmes would be an advantage
* Experience of delivering work-related programmes including apprenticeships is preferred
* Experience of e-portfolios would be an advantage

**Skills/Attributes**

* Strong leadership and persuasion skills
* Excellent communication skills, both oral and written
* Flexible approach
* Customer focused
* Logical approach to problem solving
* Competent user of the full range of Microsoft Office applications

**Additional Requirements**

* Ability to travel as required
* Willingness to work flexible hours

**Post Information**

* Reports to Head of School
* Salary £27,681 - £30,240 pro rata
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.