OAKLANDS COLLEGE

Carpentry Assessor

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Full time 37 hours per week - Permanent
Based at the St Albans campus
£24,443 - £26,694 per annum – Depending on Experience

We are also recruiting for part time bank hours, payable at £18.24 per hour

This is a fantastic opportunity to pass on your skills at Further Education level and inspire the next generation. Working in a vibrant and positive learning environment, you will be responsible for assessing students who are studying Carpentry at various levels.

We are keen to hear from candidates that use innovative techniques to engage with, motivate and inspire our students.

Suitable candidates will meet the following criteria:

* Hold a relevant assessing qualification

* Hold a minimum level 3 qualification in specialist vocational area.

* 3 years' relevant industry experience and evidence of CPD in the subject specialism

* Have good organisational and planning skills.

* Enthusiasm and the ability to motivate students.

* Willingness to provide outstanding support and guidance as required for students.

* Extensive knowledge of your subject area.

* Be flexible and self-motivated with a dedication to student achievement and quality.

* Ability to travel to customer service sites on a frequent basis.

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 25th June

Interview Date: To be confirmed

Job Description

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 case load

RECRUITMENT SHORTLISTING 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
- Holds an Assessor Award (or equivalent e.g. D32/33, A1 or TQTA)

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

In consultation with the post holder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.