



JOB DESCRIPTION

Job Title:	Vocational Assessor in Electrical Installation
Grade:	Support Grade E
Hours:	37 hours per week (pro-rata)
Location:	Framwellgate Moor Campus
Department:	School of Technology
Accountable to:	Head of School

Job Purpose

The post holder will be responsible for the delivery and co-ordination of learning on a range of apprenticeship programmes in the Electrical Installation curriculum area.

Key Result Areas

The post holder will become a member of course teams responsible for the effective and efficient organisation and delivery of high quality programmes, and will be able to contribute to course development and administration.

The post holder will be responsible for:

- Adequate preparation and effective subject delivery and assessment, as well as portfolio completion using appropriate delivery strategies and learning styles in line with college policy;
- Negotiation of a schedule of learner contact and an annual learner contact programme. This will include training and assessment;
- Involvement in course programme development;
- Keeping and maintaining student records and ability to present them at course team meetings;
- Monitoring, reviewing and evaluating courses as a member of the course team in line with College IQA;
- Assessing and reviewing learners progress in the workplace in line with College IQA and awarding body procedures;
- Produce learner progress reports and employer liaison reviews;
- Liaise with Internal and External Verifiers;
- Keeping relevant course data appropriate to the programmes being delivered.

Any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by"

PERSON SPECIFICATION

Job Title: Vocational Assessor in Electrical Installation

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or be willing to work towards	1	✓	
A minimum of a recognised Level 3 qualification in Electrical Installation	1	✓	
Hold C&G 2391 Inspection & Testing and 17 th Edition Wiring Regulations	1		✓
HNC in Electrical or related subject area	1		✓
Assessor award e.g. D32, D33, A1 (or equivalent), or willing to work towards	1/2	✓	
Internal Verifier award e.g. D34, V1 or equivalent	1/2		✓
Commitment to continuing professional development (which can be evidenced and monitored)	1/2	✓	
Teaching Qualification at FENTO Level 3 (e.g. CertEd or equivalent)	1		✓
Proven track record of assessing learners aged 16+	1/2		✓
Proven track record of relevant professional/vocational experience (minimum of 3 years)	1/2	✓	
Recent and relevant experience of successful teaching and assessment	1/2		✓
A working knowledge of Quality Management Procedures	1/2		✓
Commitment to ensuring the safeguarding of children and vulnerable adults	1/2	✓	

Current valid driving licence and use of car for work purposes	1	✓	
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Skills		Essential	Desirable
A proven track record of being able to prioritise and organise own work	2, 3	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	2, 3	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	2, 3	✓	
Demonstrate the ability to work effectively with others	2, 3	✓	
A commitment to resolving problems and to improving own performance	2, 3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers including employer engagement	2, 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	2, 3	✓	
Suitable to work with young people and vulnerable groups	1, 2	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: October 2017