# BLACKPOOL AND THE FYLDE COLLEGE

**JOB DESCRIPTION** **Ref: 1863**

**Post:** Specialist Practitioner – Plastering

**Responsible to: Curriculum Manager**

**Co-ordinates with:** Curriculum Manager and other colleagues in the Curriculum Area

**Summary of Responsibilities:**

To co-ordinate and assist in the development of effective learning for students. This will involve facilitating learning and training across all levels of qualifications and modes of attendance offered within the School

**Principal Duties**

1. To provide information, advice and guidance and to and enrol students onto courses.
2. To instruct, assess, and supervise students on specified programmes within the area. This will include helping students to use equipment, find materials, explain set work, help solve problems and suggest different approaches.
3. To facilitate learning in the delivery of programmes and assessment in classrooms/laboratories/workshops/learning resource areas and other learning environments.
4. To prepare, adapt, organise and maintain learning resources/ and or equipment
5. To set up the learning environment and undertake the day-to-day maintenance and repair of equipment, where appropriate. Undertake the monitoring of physical resources with particular attention to health and safety
6. In accordance with schemes of work, instruct students in line with ILPs and curriculum plans, which have been designed with/and for them.
7. To be fully conversant with programme/course regulations and specifications for the defined area thus ensuring conformity and best practice.
8. To support and develop on-line assessment and materials as directed.
9. To produce and carry out as directed the organisation and administration appropriate to the learning situation including the marking of registers and the submission of other returns and records.
10. Complete administrative returns, reports and assessments required
11. Provide relevant information for students’ tutorials.
12. To assist with securing quality improvement within the Curriculum Area.
13. To contribute to students’ personal development and responsibility for their own learning, and encourage self-advocacy.
14. To support students through the learning process and associated assessment activities.
15. To assess, monitor and mark students’ work and allied activities.
16. To assist students with action planning and recording achievement.
17. To attend team, Curriculum Area and other appropriate meetings as required.
18. To participate in any training appropriate for the role
19. To contribute to the ongoing development of schemes of work and curriculum plans.
20. To co-ordinate and participate in the internal verification and/or moderation of student work and allied activities.
21. To undertake health and safety checks and to maintain an awareness of Health and Safety at all times to ensure that students are aware of safe practices and procedures.

**Standard Responsibilities for all positions in B&FC:**

1. To fully adhere to all college policies and procedures.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equality and diversity throughout all College activities.
4. Blackpool and The Fylde College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.
5. To show commitment to the College and its internal and external customers.
6. To work co-operatively with colleagues at all times.
7. Undertake any other tasks and responsibilities appropriate to the level of this post.

This job description is current at the date shown and may be amended after consultation and agreement between management and the post holder.

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| **BLACKPOOL AND THE FYLDE COLLEGE****Application Support Form Ref:** **Post: Specialist Practitioner - Plastering** | **Please return this completed sheet with your application form.** **The details from this Form will aid the shortlisting process** |
| **NAME:**  | Please ensure you complete the full application form in addition to this form – please tick to confirm have you done this **[x]**  |
| **Personal attributes required based on Job Description** | **Essential (E)****or****Desirable (D)** | **Measured by****Application****Task****Interview** | Please enter full details of the relevant information, together with relevant specific examples to evidence your competency in these areas. All sections must be completed.***Essential requirements are those without which an applicant may not normally be considered for appointment.*** |
| **Qualifications** |  |  |  |
| 1. An appropriate technical qualification to NVQ Level 3 or working towards and/or equivalent applicable professional experience. | E |       |       |
| 2. To have achieved or successfully complete AET qualification (formerly PTTLS) within 1 year of appointment. | E |       |       |
| 3. Level 2 English and Maths or be willing to obtain within 1 year of appointment. | E |       |       |
| 7. Internal Verifier Award and / or Assessor Award. | D |       |       |
| **Experience** |  |  |  |
| 1. Practical experience in a relevant discipline. | E |       |       |
| 2. Experience of working within the Further/Higher Education sector in a learning environment. | D |       |       |
| 3. Experience of supporting students learning in the relevant curriculum area. | D |       |       |

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| 4. Relevant and recent occupational experience. | D |       |       |
| 5. Experience of internal verification. | D |       |       |
| **Knowledge, skills, abilities** |  |  |  |
| 1. Knowledge of and the ability to apply relevant expertise within the workplace environment. | E |       |       |
| 2. Effective team working. | E |       |       |
| 3. Ability to meet targets and deadlines | E |       |       |
| 4. Good communication and interpersonal skills | E |       |       |
| 5. Effective administration skills and ability to maintain records | E |       |       |
| 6. Good organisation and time management and the ability to work with minimum supervision. | E |       |       |
| 7. Ability to empathise with a wide range of learners and communicate effectively | E |       |       |
| 8. Awareness of health and safety procedures | E |       |       |
| 9. Recent occupational updating | E |       |       |
| 10. Awareness of Ofsted and QAA | D |       |       |
| 11. Knowledge and use of ILT | D |       |       |
| 12. Knowledge of key requirements of English and Maths. | D |       |       |
| 13. Awareness of programmes of study | D |       |       |

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| **Further Requirements** |  |  |  |
| 1. Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
 | E |       |       |
| 2. Understanding of and commitment to Equality and Diversity  | E |       |       |
| 3. To wear provided college identity badge at all times | E |       |       |
| 4. Commitment to undertake the College Induction Programme upon commencement of employment (minimum of 2 full days attendance) | E |       |       |
| 5. Flexibility of approach | E |       |       |
| 6. Flexible working hours including evenings and weekends. | E |       |       |