

JOB DESCRIPTION

TITLE: Assessor in Plumbing

GRADE: Scale 10

RESPONSIBLE TO: Group Curriculum Director

PURPOSE OF JOB:

- To Assess and evaluate plumbing apprentices and adults
- To promote and raise awareness about the range of services provided by the College to a wide target audience

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the post:

- 3.1 To induct, train, invigilate and assess students studying accredited Plumbing qualifications both in College and on employers' premises.
- 3.2 To support the Directorate with the development of Apprentice Standards and Adult Level 2 & 3 qualifications.
- 3.3 To design and deliver flexible training programmes that develop the knowledge and vocational skills that learners need to achieve their qualification succeed.
- 3.4 To act as a point of contact in between the Directorate, employers and awarding bodies in relation to trade qualifications.
- 3.5 To ensure the contractual requirements of the relevant awarding bodies and QCA are kept at all times.
- 3.6 To assess and train students or apprentices from induction to achievement while staying within the QCA framework and standards.
- 3.7 To be responsive to employer's needs, and have a high degree of customer service.
- 3.8 To undertake learner diagnostic assessments and the compilation of individual learning plans.
- 3.9 To undertake course reviews and other procedures in order to meet the quality requirements of the College's Education Inspection Framework.
- 3.10 To feedback regularly to the lead Internal Verifier on student progress and attend meetings as necessary.
- 3.11 To map training courses to accredited qualifications and undertake appropriate assessment and review procedures to meet the requirements of Awarding Bodies.
- 3.12 To keep records of all training sessions delivered that clearly set out session aims, objectives and activities.

- 3.13 To prepare reports, as required, for the Senior Curriculum Manager and the Directorate Administrative team.
- 3.14 To maintain appropriate records to meet the contractual obligations of external funders.
- 3.15 To promote the services of the Directorate to employers, and other appropriate partners.
- 3.16 To undertake research and needs analysis to inform the design of customised training.
- 3.17 To carry out administration associated with the role as necessary
- 3.18 This role will require work in other locations/sites to carry out on site assessments and meetings/reviews.

4. Person Specification:

- 4.1 Relevant and current Plumbing Qualification.
- 4.2 Possession of A1 Assessor Award, possession of V1 award desirable.
- 4.3 Qualified to carry out site visits
- 4.4 Experience of working in a team and evidence of the ability to work effectively with colleagues.
- 4.5 Experience of embedding E Learning into course delivery plans is desirable.
- 4.6 Experienced in developing assessment plans and schemes of work.
- 4.7 Experience of working in a Plumbing & Assessing role.
- 4.8 Ability to use initiative when problem solving, prioritising and organising work.
- 4.9 An understanding of and commitment to Equality and Diversity and Safeguarding and practical ideas for their implementation in this post

Additional Information:

This job description will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.