

## Job Description

<b>Directorate</b>	Curriculum & Quality
<b>Department</b>	Business Engagement
<b>Section</b>	Apprenticeships
<b>Job Title:</b>	Assessor (Carpentry & Joinery)
<b>Reports To:</b>	Director of Business Engagement
<b>Responsible For:</b>	N/A

### Principal Accountabilities:

To deliver full apprenticeship frameworks to learners on College and employer sites.

To participate in the programme team to give guidance/advice on the practical applications of curriculum delivery.

To safeguard and promote the welfare of children, young people and vulnerable adults who are students of the College.

### Key Tasks:

Deliver knowledge units, practical or skills based training, technical certificates and key/functional skills on apprenticeship programmes with a continuous caseload of typically 40-60 learners.

Develop and conduct assessments to accurately measure learners' performance and understanding.

Maintain records of all assessment and verification activities, using the standard systems set by the College.

Assist learners in the accreditation of their prior learning.

Carry out review/monitoring visits in accordance with the College's progress review requirements.

Assist learners to develop an electronic portfolio of evidence for examination by the External Verifier, using the College preferred e-portfolio tool.

Engage with quality assurance procedures, including the preparation of information and statistics as required by line managers, to ensure that standards are met and learners experience the highest quality learning

### Special Features:

To work outside of standard College working hours, when determined necessary, to meet operational demands of employers and learners.

### Miscellaneous:

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

### **Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

## Person Specification

<b>Job Title:</b>	Assessor (Carpentry & Joinery)
<b>Directorate:</b>	Curriculum & Quality
<b>Department:</b>	Business Engagement
<b>Section:</b>	Apprenticeships



In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist

	Attributes	Item	Relevant Criteria	How Identified	Essential/ Desirable
1	Skills & Abilities	1.1	Ability to convey information (both orally and in writing) to a range of diverse audiences.	A/I	E
		1.2	Ability to work independently and as part of a team in order to deliver individual and team objectives.	A/I	E
		1.3	Competent in the use of Microsoft Word, Excel, Outlook and PowerPoint, or equivalent packages.	A/I	E
		1.4	Excellent communications skills.	I	E
2	General & Special Knowledge	2.1	Possess sufficient breadth and/or depth of specialist knowledge in private or social housing to teach on a range of established programmes.	I	E
		2.2	Appropriate knowledge to teach at level 3.	I/T	E
		2.3	Knowledge of and/or use of web-based learning methods.	I	E

3	Education & Training	3.1	A level 3 qualification within the relevant vocational area	A/C	E
		3.2	A Cert Ed, or equivalent professional qualification with the commitment to work towards a Cert Ed	A/C	E
		3.3	Level 2 English and Maths qualifications (or equivalent)	A/C	E
		3.4	AI Assessor Qualification	A/C	E
		3.5	VI Assessor Qualification	A/C	D
4	Relevant Experience	4.1	Experience of delivering full apprenticeship programmes.	A	E
		4.2	Experience of delivering and assessing competence based training including group or classroom based sessions.	A	E
		4.3	Experience of developing partnerships/links with internal and/or external agencies.	A	E
		4.4	Possession of relevant commercial experience.	A/I	E
5	Special Requirements	5.1	Possess a clean driving licence	C	E
<b>Key:</b>	<b>How Identified</b>		<b>A</b>	Application	
			<b>I</b>	Interview	
			<b>T</b>	Test	
			<b>C</b>	Copy of Certificates	
			<b>P</b>	Presentation	