##### South Staffordshire College

##### Corporate Style Business Support Job Description

**JOB TITLE:** Motor Vehicle Instructor/NVQ Assessor

**PAY POINT:** £21,402 - £23,382 per annum, pro-rata

**CONDITIONS OF SERVICE:** Business Support Contract

**RESPONSIBLE TO:** Team Leader & Head of Curriculum

**LINE MANAGEMENT:** None

**JOB PROFILE**

*Regardless of a specific job title and role, for all employees at this College their primary role is:*

*‘To Help Learners Succeed’*

The Instructor will work with their Line Manager to ensure that the South Staffordshire College is recognised for excellence in all that it does. The post holder will make a major contribution to the delivery of its agreed purpose and underpinning values, these being:

Purpose:

“*Transforming the life chances of our communities.”*

*Values:*

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

This post holder will contribute within the scope of their role to the development of South Staffordshire College's’ strategic aims and objectives. The post holder will work towards supporting the College’s Strategic Aims and Objectives, Operating Statements and Business Plans.

The post holder will ensure that the area of their accountability provides a high quality service that meets the learning needs of the domestic and business communities of Southern Staffordshire and beyond.

**Scope of Responsibilities**

* To support student development of practical skills in the learning environment through learner engagement on a timetabled basis for a proportionate amount of time per week.
* Identifying and arranging suitable practical placements for students.
* Visiting, monitoring and reviewing students regularly in the workplace.
* Conduct assessment of learner suitability for programmes including vocational assessments against job role, current skills and qualification requirements

**Specific Responsibilities**

The Instructor/Assessor will be expected to:

* Support and Facilitate the development of learner’s skills through workshop demonstrations or individually on a one to one basis when learners are undertaking assessments.
* Prepare materials to support these workshops/practical sessions in line with City & Guilds / Edexcel and the college quality assurance procedures
* Provide lesson cover for colleagues at times of ill health etc. by being part of the cover rota.
* To undertake timetabled activities to support the Lecturer and Learners through learner engagement, practicals and scheduled activities for a proportionate amount of the week.
* To work with Head of Curriculum, Team Leader, Lecturing staff and other Practical Instructors to develop new and innovative ways of practical application across the curriculum.
* Liaising closely with the sector manager and Course tutors regarding students’ progress, welfare and attendance
* Keeping registers up to date regarding workplace attendance.
* Completing appropriate documentation and updating profiles and records of students as appropriate.
* Attending School and Work Based Training meetings as necessary.
* Assisting in the maintenance of the College’s Employer Database.
* Representing the College in promoting the value of a well trained workforce and assisting organisations in assessing their training needs.
* Ensure all students have a current and enhanced DBS clearance/ISA requirements
* Undertake and keep up to date risk assessments, in line with the Health and Safety Policy for each of the placements that South Staffordshire College uses.
* Carry out assessment practice in relation to plans, awarding body and college standards
* Use resources both paper based and IT based for assessors to use as best practice
* Ensure and monitor fair access to assessment and report to line manager any areas of concern
* Work effectively with team members to ensure consistent and timely practice
* Participate in team meetings including standardization, performance, quality and communication meetings
* Participate in the Course Tutors assessment of learner progress through RAG rating. Ensure
* that actions are carried out within timescales to ensure learners are on target for timely completion of qualification
* Participate in marketing events to promote the sector and assist with the recruitment of learners, some of which may be outside ‘normal’ working hours.

**General Organisational Responsibilities**

For all posts at the College there is a corporate objective of ensuring post holders have an understanding of organisational priorities and the nature of the College in relation to its business.

All support staff and academic staff contribute to the success of the organisation and as such post holders will be provided with information about the College from their induction as a new employee and during their period of employment through issue of staff newsletters, information on the intranet and from the internal communications that exist.

The following is an indication of the corporate areas and activities the College would like all postholders to have an awareness of and understanding. Some activities will be more specifically relevant to some roles than others.

**Purpose**

* To make a contribution to the creation and maintenance of an ethos and inclusive culture of high quality and continuous improvement to develop the College to be the major provider of learning, education and training for the communities it serves across Southern Staffordshire and beyond.
* To make a contribution to the creation of a single responsive college that will provide easy access to a range of outstanding provision for adults, young people and businesses, whilst promoting social inclusion and supporting economic prosperity for stakeholders within Southern Staffordshire and beyond.
* To make a significant contribution to the creation and maintenance of an ethos that promotes equality of opportunity for both staff and students.

1. **Key Awareness in relation to:**

**Governance and Management**

* To be aware of the strategic planning processes within the College set by the Board.

**Academic and Business Development**

* To be aware of the academic and vocational provision and business development of the College.
* To be aware of the development of “e-learning” to facilitate new methods of teaching and learning.
* To be aware of the development of student support processes and procedures that ensure that all learners have effective tutorial support, ensure their additional support needs are met and have access to appropriate enrichment activities.

**Quality Management**

* To be aware of corporate strategies, systems, policies and procedures.

**Human Resource**

* To be aware of the College’s commitment to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.

**Physical and Financial Resource Management**

* To be aware of the development of the Financial Memorandum and the College’s Financial Regulations and Procedures.
* To be aware of the development of the College Estate Strategy to ensure the accommodation meets the evolving needs of learners.
* To be aware of the effective management of risk through the implementation and monitoring of related policies and procedures.
* To support the College in the implementation of health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe learning environment in all College premises and campuses.

**2 External Links and Partnerships**

* To be aware of the College’s commitment to strengthen supportive partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate Government departments.
* To be able to support the College in its commitment to develop a dynamic, innovative and entrepreneurial culture.

**Marketing and Recruitment of students**

* Contribute and support the College’s marketing activities in order to achieve recruitment targets.
* Support the College in its enrolment process.

**3 Support for Students**

To be aware of the range services available for supporting learners’ financial, personal and emotional needs, and lines of referral.

To be aware of the additional learning support provision available to support individual learners’ needs and lines of referral.

**4** **Sustainable Development**

South Staffordshire College is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the College, our stakeholders and the wider community.  Details of policy, information and the staff development supporting the policy on environmental sustainability will be promoted through the website and various College communication channels

**5 Other Duties**

* To support where appropriate the preparation for and during the inspection period.
* To undertake such other duties as your Line Manager may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College*.*

**2025 Behaviours**

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

This specification is current at March 2017 and is representative of the range of specific duties/responsibilities expected of the post. The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by your Line Manager.

The general organisational responsibilities may change from time to time to reflect organisational developments and/or further education related issues.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | Minimum qualification of a level 3 in motor vehicle maintenance  Hold a level 5 teaching qualification or be willing to undertake a teacher training course (Dttls/Pttls, Cert ed)  Hold an assessor’s awards. (D32, D33, A1 or equivalent) or be willing to undertake an assessors training programme |  |
| Experience | Relevant industrial experience | Delivery and assessment experience in the FE sector. |
| Knowledge | Knowledge and confidence in dealing with a range of related subjects |  |
| Personal Attributes | Ability to work in a team.  Personal warmth, openness and sensitivity.  Highly motivated to personal and team achievement and able to work on their own initiative.  Company loyalty.  Innovative and creative. | Effective in problem solving |
| Skills | Ability to use logic and information to achieve goals.  Effective use of business tools and IT (this may be desirable for some posts)  Able to prioritise work to ensure achievement of targets. |  |
| Safeguarding | DBS clearance  Motivation to work in an environment with children and young people.  Ability to form personal boundaries in an environment with young people and vulnerable adults.  To be sensitive, and to apply yourself appropriately, in an education environment. | Emotional resilience in working with challenging behaviours.  Willingness to use authority and maintain discipline in an educational environment. |