



CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College Strategic Plan 2024 - 2029](#), and strive to be an employer of choice in our community, investing in staff, celebrating achievements and fostering a culture of excellence. Through our people, an excellent student experience will be delivered, and this will have a positive impact on our local area.

We work hard to embed anti-racism, FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusion and Engagement), ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. Our 4 C's corporate values (Caring, Collaborative, Courageous, Creative) are very important to us, and we ensure that we embed these values into all we do. This helps us to further enhance our wonderful culture, and makes our college a unique, vibrant and rewarding place to work and study.

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. Our central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

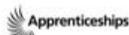
JOB DESCRIPTION

Post:	Tutor / Assessor – Building Services Engineering (Apprenticeships)
Reports to:	Head of World of Work
Hours of work:	1 FTE 35 hours per week over 52 weeks
FTE Salary:	£47,500

Purpose and scope of job role



1





The Tutor / Assessor will act as the main point of contact for apprentices, providing information, advice and guidance, monitoring progress against apprenticeship standards and maintaining strong relationships with employers to ensure apprentices develop the knowledge, skills and professional behaviours (KSBs) they need to carry out their job role successfully.

The Tutor / Assessor will provide teaching and assessment to apprentices and learners working towards individual qualifications and apprenticeship standards across various environments, including college and the workplace. They will manage a caseload efficiently to ensure timely completion of all qualifications, through scheduled block and day-release sessions at college and assessment visits at the apprentice's place of work

The Tutor / Assessor is responsible for completing tripartite progress reviews with apprentices and employers and all scheduled tasks and milestones as detailed on the apprenticeship training plan.

Operational Responsibilities

- 1.1. Deliver high-quality teaching, learning, and assessment to a caseload of apprentices and learners in college settings, online, and in the workplace.
- 1.2. Conduct regular workplace visits as directed to observe and assess apprentices, ensuring progress is recorded via the e-portfolio system.
- 1.3. Facilitate scheduled block and day-release sessions at college, ensuring all learning activities contribute to the development of knowledge, skills, and behaviours.
- 1.4. Plan and deliver vocational training programmes and workshops tailored to the needs of apprentices and aligned with qualification standards.
- 1.5. Ensure all learning activities are recorded on OneFile and off the job hours are on track.
- 1.6. Prepare apprentices for end-point assessments, supporting them to achieve high grades through structured teaching and targeted assessment preparation.
- 1.7. Design engaging learning resources and assessment methods that enable apprentices to gather high-quality evidence toward their qualifications.
- 1.8. Conduct tripartite progress reviews every ten weeks with apprentices and their employer's, ensuring feedback is timely and constructive.
- 1.9. Maintain a green rating on OneFile by monitoring apprentice progress and implementing action plans for those at risk of falling behind.
- 1.10. Complete all onboarding processes including inductions, training plans, prior learning assessments, and apprenticeship agreements.
- 1.11. Support apprentices in developing digital skills and embedding English and maths into all aspects of delivery.
- 1.12. Carry out health and safety risk assessments with employers during workplace visits.





- 1.13. Motivate and support apprentices to complete their qualifications within agreed timescales, using coaching and mentoring techniques where formal qualifications are not included.
- 1.14. Coordinate effectively with employers, mentors, IQAs, awarding bodies, and internal teams to ensure smooth delivery and assessment.
- 1.15. Attend standardisation meetings, team briefings, performance reviews, and CPD activities to maintain professional competence.
- 1.16. Identify apprentices at risk of early withdrawal and escalate concerns promptly to ensure retention strategies are implemented.
- 1.17. Promote safeguarding and Prevent awareness throughout all teaching and assessment activities.
- 1.18. Respond promptly to requests for information from Learning Coaches and maintain accurate learner documentation throughout the apprenticeship journey.
- 1.19. Manage time effectively, maintaining an up-to-date calendar to support observation and quality assurance processes.

General

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and corporate targets within the College's annual planning and staff performance review processes and budgetary constraints in order to create and maintain high performance of students and the College and:

- Everything we do has a Student Focus, with the following core values: Creativity, Respect, Aspiration, Integrity, Empowerment, Responsibility and Accountability.
- Actively promote the values of the College: student focus, responsibility, integrity, collaboration and respect.
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.
- Comply with and promote College Safeguarding (including prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.



- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required.
- Adhere to and ensure compliance with all College Procedures and as detailed in the Staff Handbook.
- At all times seek to serve the best interests of the College.
- To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

PERSON SPECIFICATION

Please read the items in his Person Specification carefully. When completing your application please describe and provide evidence of your knowledge, skills and experience in terms of the criteria below. Selection will be based on the Person Specification criteria.

	Requirements
Knowledge	<ul style="list-style-type: none"> • Knowledge of apprenticeships and local and national skills needs • Knowledge of end point assessment and awarding • Experience of Pro Solutions, OneFile and Century/BKSB (desirable)
Qualifications	<ul style="list-style-type: none"> • Level 3 BSE Qualification • Assessor qualification (A1, TAQA) or willingness to work towards one • Teaching qualification (or willingness to obtain) • Experience in coaching or assessing apprentices
Experience	<ul style="list-style-type: none"> • Experience of working in a KPI driven environment • Experience of business engagement, apprentices, employer engagement or community partner engagement • Experience of working in a Post 16 environment (desirable) • Industry experience in BSE installation/maintenance
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to communicate effectively both verbally and in writing to a variety of audiences in a variety of settings and situations

	<ul style="list-style-type: none"> • Ability to work under pressure and to prioritise, set and achieve own targets without direct supervision • Highly competent in the use of the Microsoft suite of software specifically Outlook, Excel and Word
Attitude	<ul style="list-style-type: none"> • An empathetic approach to learners from disadvantaged groups • An organised, methodical, and flexible approach to work • Model appropriate behaviour including conduct, dress code and timekeeping • Positive 'can do' attitude • Maintain confidentiality in relation to nature of the work. • Inclusive, collaborative and collegiate approach • Dedication and commitment to equality of opportunity • To work flexibly and efficiently whilst maintaining the highest professional standards and to promote and implement the policies of the College

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card



- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

Application Closing Date: 04 January 2026

Interview / Selection Date: week commencing 05 January 2026



6

