

## ROLE PROFILE

General Details	
<b>Job Title</b>	<b>Engineering Assessor</b>
<b>Vacancy Number</b>	<b>VN385</b>
<b>Department</b>	<b>Employer Engagement</b>
<b>Reporting to</b>	<b>Business Programme Manager- Apprenticeships</b>
<b>Responsible for</b>	<b>No direct reports</b>
<b>Place of work</b>	<b>Telford College but may be required to travel to any part of UK</b>
<b>Tenure</b>	<b>Full Time</b>
<b>Hours/FTE</b>	<b>37 hours per week</b>
<b>Salary</b>	<b>Competitive salary</b>
<b>Terms &amp; Conditions</b>	<b>Business Support</b>
<b>DBS</b>	<b>Enhanced</b>
<b>Closing Date</b>	<b>Monday 28<sup>th</sup> October 2019</b>
<b>Interview Date</b>	<b>To be confirmed</b>

***Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.***

### **The Role**

This position of Assessor/Trainer is responsible for the quality delivery of Teaching, Learning and Assessment as part of a team of staff for the Telford College Employer Engagement provision provided by the College to the Business community.

The role requires the identification of skills need, delivery of high quality Teaching, Learning and Assessment and to be observed and appraised on an annual basis in accordance with the College and Awarding Bodies quality requirements.

The post holder will support the Team Managers, Business Improvement Manager and Quality, Progress and Business Generation staff to develop and implement a common delivery process that ensures a standard high quality experience for all customers.

A key role is to work to the delivery schedules and scheme of work that have been agreed by the Team Manager and to deliver exactly what is agreed at project commencement, ensuring that that high quality is maintained, informing the Team Manager and the relevant Quality, Progress and Business Generation staff of the progress of the contracts, including any delivery issues or potential deviations from the scheme of work and delivery plan.

### **Main duties and responsibilities**

The successful applicant will be expected to:

- Agree and design programmes in his/her Vocational specialism's, as required by the Team Manager, provide high quality Teaching, Learning and Assessment delivery and support candidates to achieve their qualification within agreed time scales.

- Prepare Schemes of Work, workbooks and training packages for training and assessment, as required by the Team Manager.
- Identify, develop and report to the Team Manager and the Quality, Progress & Business Generation staff any further/additional business opportunities within the employer delivering training for.
- Enrol and induct candidates with the College, ensuring all information is correct.
- Carry out Functional Skills Initial Assessment, Diagnostics, End Tests and provide appropriate delivery and support where required.
- Register candidates with the appropriate Awarding Body, as required by the Team Manager, and within the timescales allowed by the Awarding Body.
- Maintain individual records and ILP's to support the learner's progress.
- Monitor learner progress and ensure deadlines are met by the learners.
- Meet regularly, by maintaining appointments against the agreed scheme of work, support and assess candidates in completing portfolios of work.
- Achieve a minimum number of learners per calendar month, dependent upon qualification and level, in agreement with the Team Manager and against the delivery plan agreed with the company that provides the necessary return against costs.
- Keep the Team Manager and relevant Quality, Progress and Business generation staff informed of the progress, or any issues, on the programme.
- Attend 'Company', Team and College meetings as required or as appropriate.
- Present candidates' work for formative and summative IQA when required.
- Undertake Internal Verification (IQA role) activities where required.
- Complete the appropriate documentation when candidates successfully complete or withdraw (reporting accurately on reasons) from the programme and return it to the Team Manager, in a timely manner.
- Complete all required Faculty documentation relating to records for audit and inspection purposes in a timely manner.
- Support the development of alternative delivery methods and electronic learning.
- Work to Ofqual and Awarding Organisation quality standards in all assessments carried out.
- Support Managers to ensure all products and the web site are fit for purpose.
- Know and abide by the Health and Safety rules on company premises and be aware of good practice in the working environment.
- Identify the financial, health and safety, equality, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.
- Carry out all the duties in the context of the practical application of the College's equal opportunities policy and acting responsibly at all times in order to maintain the health and safety of yourself and others.

### **Customer Responsibilities**

- Ensure there is continuous improvement in the Teaching, Learning and Assessment experience of candidates, including 'stretch and challenge', English/Maths and EDI.
- Monitor the status of candidate achievement through progress reports.
- Maintain contact with customer base and visit as required to ensure progress and quality delivery of qualifications and training.
- Liaise and represent the college, where appropriate, with employers, public and private sector agencies.
- Represent the college in a professional manner at all times.
- Maintain good relationships with the client.
- Wear appropriate smart 'business' attire at all times. When provided with corporate wear this must be worn at all times.

### **Administrative/General Responsibilities**

- Maintain an electronic diary, identifying companies, activities, start and finish times on each day worked.
- Enable access to the electronic diary to all Employer Engagement managers and the Team Manager.
- Maintain accurate travel claims, all sections to be completed and receipts identified, placed in secure envelope and given to admin team.
- Travel and spend time away from home in pursuit of your normal working duties as directed by the Team Manager.

### **Awarding Organisation/Quality Responsibilities**

If IQA qualified:

- Support your colleagues in the assessment of their candidate portfolios.
- Countersign trainee assessors' assessment decisions.
- Carry out internal quality assurance of colleagues portfolios as required by your Team Manager and the Awarding Body.
- Observe assessors in carrying out their duties as required by the Awarding Body.
- Organise and support External Quality Assurance visits as required by Team Managers.
- Work to the Joint Awarding Bodies Guidance for Internal (Quality Assurance) Verification.

### **Confidentiality**

- Ensure all work carried out for and on behalf of the College and its customers remains confidential and is not disclosed to any third party who might benefit from this disclosure.

### **Other Corporate Responsibilities**

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
  
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
  
- Carry out such other duties as may reasonably be required from time to time.

*This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.*

## PERSON SPECIFICATION

### EVIDENCE KEY

<b>A</b> =	Application
<b>I</b> =	Interview
<b>R</b> =	References
<b>T</b> =	Test
<b>P</b> =	Presentation
<b>C</b> =	Certificate
Or a combination	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>1.</b> Vocational competency in training and assessment within Engineering sector (Mechanical manufacturing, maintenance and electronic) to level 4 (HNC) minimum	✓		A/C
<b>2.</b> Level 2 qualification (GCSE A* - C, or equivalent) in Maths and English or a willingness to attain these qualifications with the support of the College in the first year of employment	✓		A/C
<b>3.</b> Hold an Assessors qualification (A1 or equivalent)	✓		A/C
<b>4.</b> Hold IQA qualifications (V1 or equivalent)		✓	A/C
<b>5.</b> Ability to deliver full Apprenticeship programmes	✓		A/I
<b>6.</b> Ability to deliver Functional Skills to level 2	✓		I
<b>7.</b> Vocationally and technically competent within Engineering Mechanical, Electrical/electronic and Maintenance at a minimum of Level 4 with relevant recent experience of working within an engineering sector and an understanding of new engineering standards.	✓		I
<b>8.</b> A full driving license and use of a suitable vehicle	✓		I
<b>9.</b> A good communicator with ability to negotiate with candidates and employers	✓		I

<b>10.</b> An imaginative and forward looking approach towards assessment, training and learning		✓	A/I
<b>11.</b> A commitment to continuing professional development		✓	A/I
<b>12.</b> The ability, drive and determination to deliver timely and outstanding success and always work towards continuous improvement	✓		I
<b>13.</b> The ability to work as a team member contributing to the continuous improvement of programme area delivery and resources	✓		I
<b>14.</b> The ability to relate to the needs of a diverse client group	✓		I
<b>15.</b> Effective written and oral communication coupled with good organisational and administrative skills	✓		A/I
<b>16.</b> Knowledge of IT and current software packages including Microsoft Outlook and Word	✓		A/I
<b>17.</b> An understanding of and commitment to diversity and equality of opportunity	✓		I
<b>18.</b> Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I
<b>19.</b> Experience of electronic portfolio systems utilised to monitor learner progress and actions set		✓	A/I

✓

## **ADDITIONAL INFORMATION**

### **Conditions of Appointment**

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

### **Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

### **Location**

The postholder will be required to carry out their duties on the College premises.

