

JOB DESCRIPTION

TITLE: Assessor in Electrical Installation

GRADE: Support Scale

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To induct and assess apprentices studying accredited electrical qualifications on employers' premises.
- To liaise with college and employers on apprentice progress.
- Carry out reviews, record off the job hours and facilitate portfolio creation.
- To prepare apprentices for End Point Assessments (EPA)

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 Uphold the College's mission, vision, values, and strategic objectives.
- 1.2 Implement the College's equality and diversity policies, actively working to overcome discrimination based on race, sex, disability, sexuality, age, or status.
- 1.3 Take responsibility for personal professional development and engage in relevant internal and external activities.
- 1.4 Contribute to the College's commitment to continuous improvement as outlined in the College's charter and quality assurance systems.
- 1.5 Implement the College's health and safety policies and practices.
- 1.6 Adhere to and implement the College's safeguarding policies and procedures.
- 1.7 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.

- 1.8 To implement and adhere to the College's safeguarding policies and procedures.

2. In common with all other support staff:

- 2.1 Participate in College-wide projects and tasks;
- 2.2 Work in other support service areas during peak workloads.
- 2.3 Perform other similar duties commensurate with the grade as required, including work at other locations/sites for on-site assessments and meetings.

3. Particular to the post:

- 3.1 To induct and assess students studying accredited electrical qualifications on employers' premises.
- 3.2 To support the Directorate with the development of Apprentice Standards and Adult Level 2 & 3 qualifications.
- 3.3 To act as a point of contact in between the Directorate, employers and awarding bodies in relation to trade qualifications.
- 3.4 To ensure the contractual requirements of the relevant awarding bodies and QCA are kept at all times.
- 3.5 To assess apprentices from induction to achievement while staying within the QCA framework and standards.
- 3.6 To be responsive to employer's needs, and have a high degree of customer service.
- 3.7 To map training courses to accredited qualifications and undertake appropriate assessment and review procedures to meet the requirements of Awarding Bodies.
- 3.8 To keep records of all training sessions delivered that clearly set out session aims, objectives and activities.
- 3.9 To promote the services of the Directorate to employers, and other appropriate partners.
- 3.10 To carry out administration associated with the role as necessary

3.11 This role will require work in other locations/sites to carry out on site assessments and meetings/reviews.

4. Person Specification:

4.1 Possession of a relevant teaching or training qualification is desirable (e.g., PTTLS, DTTLs, PGCE)

4.2 Possession of or willing to undertake A1 Assessor Award, possession of V1 award.

4.3 Electrician certified to the 18th Edition standard

4.4 Experience of working in a team and evidence of the ability to work effectively with colleagues.

4.5 Experience working in an Electrical role.

4.6 Ability to use initiative when problem solving, prioritising and organising work.

4.7 An understanding of and commitment to Equality and Diversity and Safeguarding and practical ideas for their implementation in this post

4.8 Flexibility to travel to employer sites (building sites) and domestic premises

4.9 Ability to travel

5 Enthusiasm to engage with new employers to promote the college services

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.