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| **Job Role:** IV/Assessor – Plumbing & Gas  **Reporting to:** Operations Manager Construction Apprenticeships  **Base:** The Roundhouse |
| **Hours per week** 37 hours per week, 52 weeks per year  **Contract Type** Support/Delivery  Holidays 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days  **Salary**  Up to £34,707 per annum |
| **Job Purpose**   * To provide a high-quality learning experience, which will encourage retention and achievement, and ensure all students are challenged, engaged and making progress every day. * To motivate, support and progress a caseload of students to achieve identified outcomes including all component parts   of the Apprenticeship Standards, within the agreed timeframes.   * To ensure all delivery practices meet the requirements of both internal and external quality and compliance. * To provide an excellent service and contribution to building long-term relationships with employers. Identifying student trends to ensure learning aims meet the demand of the market place. |
| **Key Responsibilities**   * Perform the role of Assessor in accordance with the awarding body guidelines to comply with Apprenticeship requirements (as required). * Support and agree on individual leaning plans (ILP) based on the individual needs of the Student and the employer. * Ensure all students receive visits in the workplace as per College and funding guidelines. * Provide initial advice and guidance to all potential students. * To support the Business Development Team in securing potential business opportunities to ensure profiled targets are supported to meet the business plan. * To carry out recruitment activities, including Information and guidance (IAG), enrolment, induction, initial assessment, complete skills Scans Pre Vets and identify learner Standard components to formulate the ILP. * Complete or assist in Learner Initial assessments, health and safety pre-vet check and diagnostic testing for Functional skills (when required). * Evaluate and provide effective feedback, ensuring the student is able to progress and achieve their individual student targets and personal goals. * Carry out regular reviews with students and employers in line with funding~~.~~ Requirements. * To set SMART targets for all action planning with each student; individual targets to incorporate stretch and challenging actions and encompass employer support. * Ensure that targeted success rates are achieved, students to be completed by their end date recorded on the ILP. * Submit evidence for moderation and audit purposes within the student file within agreed timeframe. * Ensure all evidence submitted is assessed on content against occupational standards as detailed by the awarding body, embedding English and Maths for all students. * Effective and efficient use of e-portfolio One File to monitor student’s progression including all Standard components within the student journey. * Perform the role of student verification as and when required~~.~~ * Support the external verification process. * Co-ordinating appointments efficiently and effectively, working flexibly (weekends and evenings) when required. * Identify progression routes for all students and support the process to enable the continuation of the student journey. * Follow and adhere to all operational procedures within Derby College. * Carry out teaching and assessment with students; raising their aspirations to ensure success. * Complete all documentation to high standard meeting with compliance and quality audit requirements for all student evidence. * Submit all documentation with a one week period of completion, Assessor to maintain own comprehensive record. * To manage and monitor retention of students assigned to your caseload, ensure that targeted success rates are achieved students to be completed by their end date recorded on the ILP. The assessor will have responsibility to ensure timely success is achieved. (All issues affecting student’s timely achievement must be reported line manager in advance of the Student end date). * Ensure feedback is constructive and recorded on each piece of evidence within the student’s portfolio. * Complete tracking documentation to monitor student’s progression including all Standard components included within the student journey. Tracking documentation must be kept up to date and monitor progression to ensure timely achievement of students Apprenticeship Standard. * Ensuring correct guided learning hours (GLHs) required for each student are recorded and evidenced. * Attend and make positive contributions to appraisals and monthly 1:1’s, to complete all set targets by dates agreed. * Develop proactive working relationships with employers to promote College’s products and services. * Contribute to the self-assessment process and completion of quality improvement plan/s. * Contribute to the delivery of the business plan and budget.   **Student Progression Responsibilities**   * Ensure that students progress well from their different starting points and achieve or exceed standards * Help students attain relevant qualifications so that they can and do progress to the next stage of their education into courses that lead to further and higher-level qualifications and into jobs that meet local and national needs * Where relevant, promote English, maths and other skills necessary to support the apprenticeship. * Use assessment information to plan appropriate teaching and learning strategies, including identifying students who are falling behind in their learning or who need additional support, enable students to make good progress and achieve well. * Ensure that students understand how to improve as a result of useful feedback and the use of One-File. * Engage with employers to help them understand how students are doing in relation to the standards expected and what they need to do to improve.   **Student Personal Development, Behaviour and Welfare Responsibilities**  Promote and support students’:   * Pride in achievement and commitment to learning * Prompt and regular attendance * Following of any guidelines for behaviour and conduct within the workplace, including management of their own feelings and behaviour, and how they relate to others * Understanding of how to keep themselves safe from relevant risks such as abuse, sexual exploitation and extremism, including when using the internet and social media * Knowledge of how to keep themselves healthy, both emotionally and physically, including through exercising and healthy eating * Personal development, so that they are well prepared to respect others and contribute to wider society and life in Britain   **General Responsibilities**   * Comply with administrative procedures for the effective collection, interpretation and actioning of College management information * Provide a professional customer service to both internal and external customers. * Ensure that quality standards are met, monitored and reviewed within the section * Fully participate in Team Meetings, professional development, events, discussions and any other activities commensurate with the duties and responsibilities of this post. * Demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload. * Take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. * Undertake risk assessments for any new activity and ensure risk assessment checks are carried out for any ongoing activity. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.   **Continuous Professional Development**   * Develop dual professionalism: ensuring vocational/academic knowledge and skills are kept up-to-date. * Keep abreast of local and national developments that impact on student experiences. * Demonstrate competencies commensurate with the position e.g. a high level of interpersonal skills, good time management skills, self-motivating, professional, proactive and creative * Take responsibility for one’s own professional development and continually update as necessary. |
| **PERSON SPECIFICATION** |
| **Competencies**  **Essential**   * Working under own initiative and managing time and workload effectively * Excellent interpersonal skills * Managing and working with internal and external clients * Working to targets and deadlines * Willingness to undertake substantial travel in line with the needs of the role * Full commitment to Equal Opportunities and anti-discriminatory working practice   **Desirable**   * Conflict handling * Interviewing * Undertaking research to benefit the college |
| **Knowledge & Experience**  **Essential**   * An understanding of Safeguarding of Children & Vulnerable Adults within the workplace   **Desirable**   * Awareness and application of e-portfolios * Understanding of the funding associated with Apprenticeships |
| **Qualifications**  **Essential**  Qualifications relevant to the occupational area advertised (level 3 upwards) including up to date:   * Unvented Hot Water (Document G3) * Water Regulations * Environmental/Renewable Competency qualifications (Heat Pumps, Solar thermal etc,) or willingness to work towards. * ACS Gas Qualifications CCN1, CENWAT. * Recent and relevant occupational experience in the qualifications being assessed. * A1 / TAQA Assessors qualification **or willingness to work towards** * V1 / TAQA Internal Quality Assurance Award (Internal Verifier) **or willingness to work towards** * Level 2 English * Level 2 Maths   **Desirable**   * Level 2 ICT * Part P Qualification or similar * Teaching qualification (CTLLS / DTLLS / Certificate in Education / PGCE) |