# Derby College Group Logo

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| **Job Title:**NPTC Assessor and Tutor – Land based  **Reporting to:**Plant Curriculum Manager  **Base:**Broomfield Hall, DE7 6DN |
| **Hours** 37 per week, 52 weeks  **Contract Type** Support/Delivery  **Holidays** 20 per year subject to service increases of 5 additional days after 5 years,  plus 6 College closure days where applicable and 8 statutory days per year  **Salary** £26,174 per annum |
| **Job Purpose**  To deliver NPTC qualifications and other learning programmes within a variety of settings, ensuring achievement of agreed performance and quality targets. Making a demonstrable contribution to the innovation, development and improvement of teaching and learning across the organisation, ensuring outstanding success for all. |
| **Key Responsibilities**   * Identify potential learners and progression opportunities. * To perform the role of learning coach and undertake assessments in accordance with awarding body guidelines and occupational assessment strategy and comply with quality standards and procedures and relevant funding organisation guidance. * Actively attend teaching and learning forums and teach meets sharing own best practice. * To motivate learners and provide regular support and guidance to learners and record as appropriate. * To carry out regular progress reviews with learner where required. * To complete and maintain all required administration weekly/monthly and submit to appropriate person by agreed timescales. * To manage retention and achievement of learners.. * To attend team meetings as and when required to do so and represent Derby College at internal/external meetings or conferences if required. * Ensure the academy learning environment is safe, vanguard and sustainable. * Achieve agreed targets and objectives. * Take responsibility for ensuring that you have a supply of learning resources and associated documentation. * To provide regular written, electronic and verbal reports to line manager. * Effective use of College systems and technology including proactively embracing use of IT and digital technology. * To assist with marketing activities to promote the full range of products offered by the College. * To ensure that quality standards are adhered to, monitored and reviewed in line with SAR. * To provide a professional customer service to both internal and external customers. * To demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload. * Attend meetings and participate in staff training events to maintain relevant skills and knowledge as appropriate. * 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. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Person Specification** |
| **Competencies**  **Essential**   * Ability to recognise and deliver an ‘outstanding’ learning experience. * Excellent track record as an effective innovator of learning. * Demonstrate a passion for, and understanding of, the value of education and the land-based sector * Must have basic IT user/computer skills * Ability to communicate effectively at all levels * Excellent organisational skills * High level of interpersonal skills and ability to work as an effective team member * To prioritise and make decisions * To use initiative and be highly flexible/adaptable |
| **Knowledge & Experience**  **Essential**   * Knowledge of Health and safety * Awareness of equal opportunities and ensuring inclusivity for all students * An understanding of NPTC suite of Centre of Competence (CoC) qualifications * Knowledge of safeguarding and health and safety in industry and at college * Recent experience/occupational competence in area * If currently training NPTC students, an excellent NPTC pass rate for students trained   **Desirable**   * Thorough and proven knowledge of occupational standards/assessment strategy in the relevant sector * Training and assessing students * Assessment in the workplace * Knowledge and experience of NPTC machinery and pesticide units |
| **Qualifications -** You are required to provide valid certificates as proof of all qualifications  **Essential**   * NPTC assessor or willing to work towards * NPTC range of certificates or willing to work towards * A1 awards (or TDLB units D32 and D33) within 6 months of start date * Vocational qualification at Level 3 or above * Level 2 English and Maths (GCSE or equivalent) or willing to work towards * Relevant and up to date professional qualifications and CPD * Full driving licence and transport   **Desirable**   * V1 Award (D34) * Level 2 IT * Health and Safety/First Aid |