

# Job Description

**Job Title:** Tutor/Assessor in Electrical Installation.  
(Apprenticeships and Work-based Learning)

**Department:** Employment and Skills

**Responsible:** Curriculum Manager – Employment and Skills

**Responsible** No subordinate staff

**Purpose of** To assess against agreed standards of competence using a range of assessment methods, giving feedback on your assessment decisions and contributing to the quality assurance process.

## MAIN TASKS & RESPONSIBILITIES:

1. Main Duties
2. Delivery and assessment of Work-based Competence/Apprenticeship Qualifications (in line with the Specification of Apprenticeship Standards for England (SASE))
3. Learner support
4. Employer Liaison
5. Other duties

### 1. Main Duties:

- 1.1 Represent Chelmsford College and deliver excellent quality assessment of work based learning/apprenticeships.
- 1.2 Developing, agreeing and delivering realistic plans for learning and assessment with learners, including the identification of different needs.
- 1.3 Delivery within the classroom of theory based units.

- 1.4 Planning the assessment process with learners & other people involved, including establishing and developing employer participation.
- 1.5 Giving learners feedback & support on assessment decisions, including delivery of underpinning knowledge and other critical areas of the Apprenticeship Standards.
- 1.6 Conducting timely reviews in line with national and local procedures.
- 1.7 Contributing to the internal quality assurance process and responsible for outstanding quality standards throughout all aspects of delivery.
- 1.8 Recruitment of new learners in line with the Company growth plan.
- 1.9 Retention and timely achievement of all learners – ensuring given protocol is followed with regards to internal quality assurance, external quality assurance and certification of each element of the Standard.
- 1.10 General administration duties that sit in line with this position.
- 1.11 Delivery of classroom and workshops within the department as required.

## **2. Delivery and assessment of Work-based Competence/Apprenticeship Qualifications (in line with the Specification of Apprenticeship Standards for England (SASE))**

- 2.1 Interview and/or initial assessment of learners
- 2.2 Assessment and action planning of Work-Based Competence Qualification/Functional Skills.
- 2.3 Delivering learning and assessment of underpinning knowledge and other critical areas of the Apprenticeship Standard
- 2.4 Development and monitoring of the individual learning plan and learner journey documents that support teaching, learning and assessment as well as the development of the learner.
- 2.5 Review of learner's progress including reinforcement of health and safety, equal opportunities, safeguarding and career aims and progression.
- 2.6 Liaison with Internal Quality Assurers and Awarding Body Standards Verifiers to ensure learner portfolios satisfy awarding body criteria.
- 2.7 Monthly updates to Internal Quality Assurer on learner progress towards targets and within specified time frames
- 2.8 Enable learner achievement within specified guidelines in line with SFA audit requirements and Work-Based Competence/Apprenticeship (QCF) Codes of Practice.
- 2.9 Retention and timely achievement of all learners – ensuring given protocol is followed with regards to internal quality assurance, external quality assurance and certification of each element of the Standard

- 2.10 Completion of relevant approved paperwork, computerised records and monthly tracking documents as instructed.

### **3. Learner support**

- 3.1 Identification of additional learning needs and communication of findings to relevant departments/agencies and the Internal Quality Assurer. Ensuring all support needs are met.
- 3.2 Facilitate, in liaison with employer, relevant underpinning knowledge to develop learner skills gaps as appropriate.
- 3.3 Recommendation of other training programmes learners might attend to fulfil the requirements of their learning programme.
- 3.4 Work in line with current safeguarding and equal opportunity procedures

### **4. Employer Liaison**

- 4.1 Establish and develop employer participation in Work-Based Competence Qualification/Apprenticeships programmes.
- 4.2 Provision of advice and guidance relating to other New College products and services.
- 4.3 Establish partnerships with employers and ensure initial enquiries regarding new and emerging needs are dealt with in a timely manner.
- 4.4 Maximise employer engagement opportunities to develop growth and further business for the company i.e. recruit additional learners into apprenticeship Standards.

### **5. Other duties**

- 5.1 To keep up to date with changes to national standards and work-based competence in line with QCF/Awarding Body/Apprenticeship Standards.
- 5.2 Undertake and maintain a log of continuous professional development to ensure skills and knowledge are up to date at all times. This may include attending training and development activities and/or completing 'work experience' to ensure current occupational competence.
- 5.3 Contribute to the design and implementation of new systems/curriculum development and procedures.
- 5.4 Attend information evening/events and provide advice and guidance.
- 5.5 Attend relevant meetings, including at least two standardisation meetings each year, and attendance at Awarding Body Standards Verifier visits if required.

NB In consultation with you this job description is liable to variation by Company Managers to reflect or anticipate changes in the Company's requirements.

## **BENEFITS OF WORKING AT CHELMSFORD COLLEGE**

Why work for us? We offer our staff the following:

### **Work Benefits**

- Generous annual leave entitlement – 50 days for academic staff
- Special Leave provisions
- Recognised trade unions
- Positive about disabled staff employees
- Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant
- Flexible working arrangements
- Excellent access to the College by public transport
- Long Service Awards
- Free car parking on both sites
- Opportunities for business support staff to buy additional annual leave
- Subsidised Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant.
- Monthly staff voice meetings

### **Health Benefits**

- Mindful employer
- Free use of on-site gym
- Free annual eye tests for eligible staff
- AOC Mental Health Charter
- Access to 24-hour confidential advice and helpline
- Occupational health support
- Annual Wellfest
- Annual Health & Wellbeing week
- Extensive programme of wellbeing activities

### **Financial Benefits**

- Competitive salary
- Free teacher training
- Pension schemes with the LGPS and with the Teachers Pension Scheme. Employer contribution rate of 21.1% and 23.6% respectively.
- Pension schemes with the LPGS and with the Teachers' Pension Scheme
- Staff discounts with local retailers
- Staff discount at the on-site nursery
- Discounts on hair appointments/treatments in our on-site hair and beauty salon – The Princes Salon

## **Professional Development Benefits**

- Excellent professional development opportunities – including 10 professional development days each year
- 1 Industry updating/Community Volunteer day each year
- Free membership to on-site library/learning centres