

Job Description

Job Title:	Assessor in Civil Engineering
Department:	Employment and Skills (Chelmsford Training Services)
Responsible to:	Curriculum Manager – Employment and Skills
Responsible for:	No subordinate staff
Purpose of Job:	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 QCF 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
6. General Responsibilities

1. Main Duties:

- 1.1 Represent Chelmsford Training Services 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 Planning the assessment process with learners & other people involved, including establishing and developing employer participation.
- 1.4 Giving learners feedback & support on assessment decisions, including delivery of underpinning knowledge and other critical areas of the Apprenticeship framework.
- 1.5 Conducting timely reviews in line with national and local procedures.
- 1.6 Contributing to the internal quality assurance process and responsible for outstanding quality standards throughout all aspects of delivery.
- 1.7 Recruitment of new learners in line with the Company growth plan.
- 1.8 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 Framework.
- 1.9 General administration duties that sit in line with this position.

2. Delivery and assessment of QCF 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 framework.
- 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 Framework.
- 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 frameworks

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 frameworks and SASE 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.

6. General Responsibilities

- 6.1 Takes responsibility for safeguarding and promoting the welfare of children
- 6.2 Contributes to the attainment of the College Group's strategic objectives, as appropriate.
- 6.3 Complies with all College Group policies, practices and procedures.
- 6.4 Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.
- 6.5. Participates in and promotes the Staff Development and Appraisal schemes.
- 6.6 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College Group provides services.

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.

Person Specification



Job Title: Work Based Tutor in Civil Engineering

Department: Employment and Skills (Chelmsford Training Services)

Information for candidates:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Criteria	Essential √	Desirable √
Skills and Abilities		
1. Excellent organisational skills	√	
2. Excellent communication skills	√	
3. Flexibility	√	
4. Organised and efficient	√	
5. IT Competent	√	
Experience		
1. Professional experience in related area	√	
2. Experience of teaching in FE		√
3. NVQ assessment in the workplace	√	
4. Experience of delivering apprenticeships and work based learning	√	
Education / Qualification		
1. Minimum level 3 in your subject specialism.	√	
2. Minimum teaching qualification at level 3 (PTLLS) or prepared to work towards	√	
3. TAQA/D32/D33/A1 Units/Award in Assessing competence in the Work Environment/Certificate in Assessing Vocational Achievement qualified	√	
4. V1 Award or equivalent (TDLB D34)		√
5. Minimum Level 2 in Maths and English (or equivalent)	√	
Special Knowledge		
1. Extensive knowledge of related specialism	√	

2. Extensive knowledge of good practice in this area	√	
Other		
1. Knowledge and understanding of funding sources.	√	
2. Curriculum development knowledge and understanding.	√	
3. Ability to travel to appointments/events	√	
4. Ability to operate outside normal working hours	√	
5. IT Competent	√	
6. An understanding of the requirements of safeguarding and promoting the welfare of children.	√	