

# LINCOLN COLLEGE

## JOB DESCRIPTION

**Post Title:** Instructor/Assessor in Electrical Installations      **Grade:** Support Scale 5/6

**Post Number:** LC0065P

**Date:** March 2019

**Line Manager:** Training and Skills Lead: Engineering      **Directorate:** Employer Provision

**Daily Supervision:** TSL: Engineering.

**Unit/School:** EP: Engineering.

### **Job Purpose:**

To deliver training, assessment and conduct regular reviews with electrical installations apprentices on various apprenticeship pathways at their place of work, and at college. To regularly keep employers informed of apprentice progress throughout the apprenticeship journey. To provide appropriate information, advice and support to all parties involved in these electrical apprenticeships.

### **Principal Duties and Responsibilities:**

1. To deliver training, plan and conduct on site work based assessments and reviews in line with college and awarding body organisation procedures.
2. To support student learning through training, observation, assessment, instruction, guidance and other appropriate means.
3. To plan, develop and deliver assessment and training on Electrical Installations programmes.
4. To undertake Electrical workshops/inductions.
5. To be actively involved in all aspects of student recruitment.
6. To provide appropriate guidance to learners when selecting courses both initially and as progression.
7. To be responsible for the supervision, tuition, review, assessment and internal verification of learner performance, according to the requirements of the programme.
8. To complete and maintain student records, portfolios and other paperwork connected to learner programmes and apprenticeship frameworks in line with college and awarding organisation procedures.
9. To undertake relevant professional development to stay abreast of changes to curriculum and so maintain professional standards and expertise.
10. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To maintain quality standards appropriate to the post.
12. To conform with the Health and Safety requirements relevant to the post.
13. To contribute towards the development of an inclusive learning environment.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

**LINCOLN COLLEGE**  
**PERSON SPECIFICATION FORM**

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**Unit/School:** EP: Engineering

<b>No</b>	<b>Requirement</b>	<b>Proposed Selection Method *</b>
<b>Knowledge</b>		
1	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 Years for fractional posts)	A/I
2	A Level 3 qualification in Electrical Installations.	A/I
3	Assessor and Verifier Award	A/I
4	GCSE (or equivalent) in English & Maths at grade C (Grade 4) or above	
<b>Skills/Abilities – Interpersonal</b>		
5	The ability to work in a non-discriminatory manner.	A/I/T
6	The ability to respond to the individual learning needs of customers.	A/I/T
7	The ability to support students undertaking Electrical qualifications in a flexible environment.	A/I/T
8	The ability to instruct students in practical and theoretical activities.	A/I/T
9	The ability to carry out on-site assessment.	A/I
<b>Experience</b>		
10	Recent industrial experience in the Electrical Installations Industry.	A/I
11	Experience of preparation, delivery of training and work based assessment of Electrical Installations qualifications and apprenticeships.	A/I
<b>Work Related Circumstances</b>		
12	The ability and willingness to undertake relevant staff development.	A/I/T
<b>Skills/Abilities – Other</b>		
13	Appropriate level of IT skills to undertake relevant duties, ie Word and Powerpoint or the willingness and ability to undertake relevant training.	A/I/T
14	Responsibility for the safeguarding and promoting the welfare of children wherever applicable.	A/I
15	Ability to travel between sites.	A/I

**Prepared By:** John Fitzpatrick

Date: June 2018

**Designation:** EP: Head of Training and Skills for Apprenticeships and Workplace Learning.

\* A = Application Form

I = Interview

T = Test