LINCOLN COLLEGE

JOB DESCRIPTION

Post Title: Instructor/Assessor in Brickwork/Multi-skilled Trades **Grade:** Support Scale 5-6

Post Number: LC0423P **Date:** November 2019

Line Manager: Training & Skills Lead **Directorate:** Employer Provision

Daily Supervision: Training & Skills Lead **Unit/School:** EP:

Job Purpose:
To be responsible for the work based assessment, supervision, tuition, and assessment of students according to the requirements of the Construction programmes. To regularly keep employers informed of apprentice progress throughout the apprenticeship journey. To provide appropriate information, advice (IAG), guidance and support to all parties involved in care apprenticeships

Principal Duties and Responsibilities:

1. To deliver training, plan and conduct on site work based assessments across a range of geographical locations 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 provide a wide range of Learning, Teaching and Assessment (LAT) strategies to support individual apprentice/ learner progress in knowledge, skills and behaviours on care programmes.
4. To undertake care technical and professional workshops/inductions.
5. To be actively involved in all aspects of student recruitment.
6. To provide appropriate Information, advice and guidance (IAG) to learners when joining an apprentice for the first time and then if progressing to the next apprentice level.
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 Standards in a timely manner and 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 learners 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.

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PERSON SPECIFICATION FORM

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Unit/School: EP

No.	Requirement	Proposed Selection Method *
	Knowledge	
1	You will possess a C&G 6502 Level 3 Award in Education and Training (previously PTLLS) or equivalent qualification, or the ability and willingness to obtain this within 2 years (4 years for fractional posts) of commencing employment	A/I
2	Level 3 qualification in Trowel Occupations, desirable to have a multi-skilled background	A/I
3	Assessor and Verifier Award or willingness to be achieved within 1 year of commencement	A/I
4	GCSE (or equivalent) in English and Maths at grade C (Grade 4) or above	A/I
	Skills/Abilities – Interpersonal	
5	The ability to work in a non-discriminatory manner.	A/I
6	The ability to respond to the individual learning needs of students taking into account additional measures that may need to be put in place to support achievement	A/I
7	The ability to support students undertaking a range of construction qualifications to achieve in a timely manner in line with college deadlines.	A/I
8	The ability to instruct students in practical and theoretical activities	A/I
9	The ability to carry out on-site assessments	A/I/T
	Experience	
10	Recent vocational experience in a Construction setting	A/I
11	Experience of preparation, delivery and work based assessment of Construction Qualifications and apprenticeship programmes.	A/I
	Work Related Circumstances	
12	The ability and willingness to undertake relevant staff development.	A/I
	Skills/Abilities – Other	
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 learners wherever applicable.	A/I
15	Ability to travel to various geological locations.	A/I

Prepared By: Emma Innesbeer

Designation: Head of Training and Skills.

Date: November 2019

*** A = Application Form** **I = Interview** **T = Test**