

LINCOLN COLLEGE JOB DESCRIPTION

Post Title: Instructor/ Assessor in Construction Management
(Technical & Professional)

Grade: Support Scale 5/6

Post Number: LC0439P

Date: March 2019

Line Manager: Training and Skills Lead (TSL) for Construction

Directorate: Employer Provision

Daily Supervision: TSL for Construction.

Unit/School: EP: Construction.

Job Purpose:

To deliver training, assessment and conduct regular reviews with construction management apprentices on technical and professional apprenticeships 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 (IAG), guidance and support to all parties involved in construction management 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 provide a wide range of Learning, Teaching and Assessment (LAT) strategies to support individual apprentice/ learner progress in knowledge, skills and behaviours on construction technical and professional management programmes.
4. To undertake construction 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 frameworks in a timely manner and 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 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.

**LINCOLN COLLEGE
PERSON SPECIFICATION FORM**

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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	A Level 4 qualification in construction technical and professional.	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/T
6	The ability to respond to the individual learning needs of customers.	A/I/T
7	The ability to support students undertaking technical and professional 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
Experience		
10	Recent industrial experience in areas such as construction management, quantity surveying, estimating, procurement.	A/I
11	Experience of preparation, delivery of training and work based assessment of construction technical and professional (tech and pro) qualifications and apprenticeship programmes.	A/I
Work Related Circumstances		
12	The ability and willingness to undertake relevant staff development.	A/I/T
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 A/I
14	Responsibility for the safeguarding and promoting the welfare of learners wherever applicable.	
15	Ability to travel to various geographical locations.	A/I

Prepared By: John Fitzpatrick

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

Date: December 2018.

* A = Application Form

I = Interview

T = Test