

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Instructor/Assessor in Digital Marketing and IT Infrastructure	Post Number:	LC0590P
Daily Supervision:	Training and Skills Lead - Business	Grade:	Support Scale 5/6
Department:	Employer Provison	Last Updated:	September 2020

Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

To assess and deliver vocational skills, underpinning knowledge and functional skills to learners undertaking digital marketing and IT qualifications within a work-based and classroom-based learning environment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Follow the administrative and assessment procedures as required by the College and awarding organisations.
2. Instruct and assess learners within the vocational areas above including assess competence against National Occupational Standards for all related qualifications, (primarily within a working environment normally in the learner's workplace) and provide robust feedback, demonstrating a clear understanding of minimum requirements for competence.
3. Deliver and assess relevant underpinning knowledge sessions and support learners in the provision of evidence to meet the requirements of all related qualifications.
4. Deliver initial advice, guidance and induction as determined by Lincoln College and awarding organisations.
5. Provide guidance and support to assist learners to produce e-portfolios for Apprenticeships, functional skills and other related qualifications.
6. Maximise success rates and support positive destinations by maintaining regular contact with learners, their employers (where appropriate) and the course team.
7. Liaise professionally with customers, assessors, internal quality assurers, external quality assurers, College staff and other related professionals.
8. Provide a level of service as necessitated in a business and customer service environment which may require the flexibility to work unsociable hours.
9. Attend and contribute effectively to relevant course team, standardisation and full team meetings to maintain and update own knowledge and skills.
10. Maintain professional standards and undertake relevant professional development in order to assure ongoing compliance with relevant awarding organisation qualification criteria.
11. Contribute to the maintenance and development of both tuition and programme management materials relevant to the areas of delivery.
12. Participate in marketing activities relating to the role.
13. Accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts associated with the College and within this area of responsibility.
14. Take part, where necessary, in appeals procedures.
15. Maintain quality standards appropriate to the post.
16. Ensure learners are prepared for working in their chosen profession.
17. Participate in any cross-College working groups that may be established.
18. Conform with the Health and Safety requirements relevant to the post.
19. Be responsible for safeguarding and promoting the welfare of children wherever applicable within this role.

N.B. 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.

PERSON SPECIFICATION

	Knowledge	PSM
1	Occupationally competent and qualified in relevant disciplines, including MCSE Core Infrastructure Pathway, HTML, CSS and JavaScript Skills, able to program in C#	A/I
2	Computer Science degree or equivalent	A/I
3	Level 3 Award in Assessing Competence in the Workplace (or equivalent)	A/I
4	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
5	GCSE English and Maths at Grade A-C/Grade 7-4 (or equivalent)	A/I
6	IQA qualification, and experience of Lead IQA	A/I

	Skills/Abilities – Interpersonal	PSM
7	Proven ability to work within a team and independently	A/I
8	Good interpersonal skills with the ability to communicate with colleagues learners and their employers and to respond to individual needs	A/I
9	Proven ability to work in a non-discriminatory manner	A/I
10	The ability to respond to the individual learning needs of customers and provide a high level of customer care	A/I
11	Proven ability to motivate and assist learners to work towards successful completion of their qualification and achieve a positive destination	A/I

	Experience	PSM
12	Recent relevant experience / employment in a relevant profession	A/I
13	Thorough knowledge and understanding of Apprenticeship Standards and procedures and work-place assessment of competence against national standards	A/I

	Work Related Circumstances	PSM
14	Proven ability to plan, deliver and assess underpinning knowledge to learners of different abilities up to Level 6	A/I
15	Proven ability to interpret occupational standards against actual work experience, skills and knowledge	A/I
16	Good written and verbal communication skills to liaise with learners and employers, maintain accurate records, complete reviews and provide constructive feedback	A/I
17	Proven ability to promote the development of functional skills in the workplace and assess competence in this area	A/I
18	Willingness to undertake relevant staff development	A/I
19	Ability and willingness to travel to various geographical locations	A/I

	Skills/Abilities - Other	PSM
20	Good written and verbal communication skills, to maintain accurate records and complete reviews and reports	A/I
21	Appropriate level of IT skills to undertake relevant duties	A/I
22	Proven ability and willingness to work flexibly to accommodate the demands of employers and students	A/I
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Prepared By:	Lucie Hulme - Head of Apprenticeships and Work Place Learning
Date:	September 2020

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test