

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Instructor/Assessor in Fire & Security Systems	Post Number:	LC0591P
Daily Supervision:	Learning and Skills Lead - Engineering	Grade:	Support Scale 5/6
Department:	Employer Provisions	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 deliver training, assessment and conduct regular reviews with fire and security apprentices on apprenticeship 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 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 a wide range of Teaching, Learning and Assessment strategies to support apprentice / learner in knowledge, skills and behaviours.
4. To undertake relevant workshops and 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.

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	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 Fire or Security System pathways	A/I
3	Assessor and Verifier Award	A/I
4	GCSE (or equivalent) in English and Maths at grade C or above	A/I

Skills/Abilities – Interpersonal		PSM
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 Fire and Security 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		PSM
10	Recent industrial experience within the industry	A/I
11	Experience of preparation, delivery of training and work based assessment of Security systems and apprenticeships	A/I

Work Related Circumstances		PSM
12	The ability and willingness to undertake relevant staff development	A/I/T

Skills/Abilities - Other		PSM
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 and employer bases	A/I

Prepared By:	Emma Innesbeer - Head of Apprenticeships and Work Place Learning: Construction and Engineering
Date:	September 2020

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