

**Job Description & Person Specification**

<b>Post Title:</b>	Work-based Assessor in Engineering Technology	<b>Department:</b>	Apprenticeships
<b>Location:</b>	North Road	<b>Contract type:</b>	Perm
<b>Hours per week:</b>	37 hours per week (1.0 FTE)	<b>Weeks per year:</b>	52.14

**Job Description**

<b>1.</b>	<b>Purpose of the Role</b>
	<p>To ensure that The College’s provision of work-based qualifications in this area are administered and delivered according to the standards laid down by the awarding bodies and the College.</p> <p>To ensure that candidates achieve within framework timeframes, by implementing all the necessary actions during the term of the qualification.</p>
<b>2.</b>	<b>Key Accountabilities &amp; Duties</b>
	<p>Main Duties and Responsibilities</p> <ul style="list-style-type: none"> <li>•To ensure that candidates who wish to enrol on work-based qualifications have all the guidance and resources made available to them to successfully achieve their goal.</li> <li>•To organise and carry out on-site visits with candidates, in order to perform assessments using recognised assessment methods.</li> <li>•To record assessment decisions and give feedback to candidates, and if necessary arrange for support activities to take place.</li> <li>•To work closely with the Internal and External Verifiers to ensure that the quality of work-based assessment meets the standards required by the awarding bodies, and The College.</li> </ul> <p>Detailed Responsibilities</p> <ul style="list-style-type: none"> <li>•Develop realistic plans for learning and assessment with the candidates and update these as necessary.</li> <li>•Plan the assessment process with candidates and other people.</li> <li>•Help candidates meet the Awarding Body assessment requirements.</li> <li>•Review the candidate’s level of competence and identify what they need to in order to <b>become</b> fully competent.</li> </ul>

	<ul style="list-style-type: none"> <li>•Support candidates with different needs during assessments.</li> <li>•Use a variety of assessment methods and different types of evidence to meet the standards.</li> <li>•Work with other people involved in the learning and assessment processes, such as workplace supervisors and other teachers and trainers.</li> <li>•Judge evidence against performance criteria, ranges and knowledge requirements, to recognise candidates' achievements.</li> <li>•Give constructive feedback to candidates and keep appropriate records.</li> <li>•Review candidate progress throughout the term of the qualification and inform management of any concerns that may affect the outcome.</li> <li>•Ensure that there is open access to the assessment process, and that there is equality of opportunity to demonstrate competence.</li> <li>•Ensure that candidates are aware of the College's appeals procedures, and participate in appeals as required.</li> <li>•Contribute, as a team member, to the design and development of courses and qualifications within the curriculum area.</li> <li>•Participate in any training appropriate for the role which may require attending internal and external courses.</li> </ul> <p><b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</b></p>
<b>3.</b>	<b>Equal Opportunities</b>
	<p>The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors.</p>
<b>4.</b>	<b>Safeguarding</b>
	<p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>
<b>5.</b>	<b>Further Information</b>
	<p>This Job Description and Person Specification are current as at September 2012. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.</p> <p>A copy of this Job Description and Person Specification is held with the Human Resources department.</p>

## Person Specification

Criteria	Essential	Desirable
<b>Knowledge</b>	Minimum of 5 years recent industrial experience relevant to the subject area.	Planning and delivering training in this or an associated area.
<b>Skills &amp; Abilities</b>	<p>The ability to analyse and solve problems. Interpersonal / presentation and negotiation skills.</p> <p>Strong interest in developing resources. Possess a clean driving licence and have the use of own vehicle to carry out visits</p>	Computer skills
<b>Personal Attributes</b>	<p>Good communication skills.</p> <p>Initiative to deal with variant teaching and learning situations.</p> <p>Possesses the ability to meet deadlines.</p> <p>Can work well within a team.</p> <p>Strong commitment to The College values and to the learners.</p> <p>Self-directed with a high level of personal drive.</p> <p>Ability to be sensitive to the needs of others and to respond appropriately.</p>	
<b>Qualifications</b>	A level 3 qualification in Engineering Technology.	<p>A1 (D32/33) Assessor award</p> <p>V1 (D34) Internal Verifier award</p> <p>BIT knowledge.</p> <p>Degree level qualification in an Engineering related subject.</p> <p>3-5 years in an Engineering management position (Project Management, Production Management).</p>