

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Instructor/Assessor in Carpentry & Joinery	Post Number:	LC0629P
Daily Supervision:	Training and Skills Lead: Construction	Grade:	Support Scale 5/6
Department:	Employer Provision	Last Updated:	September 2021

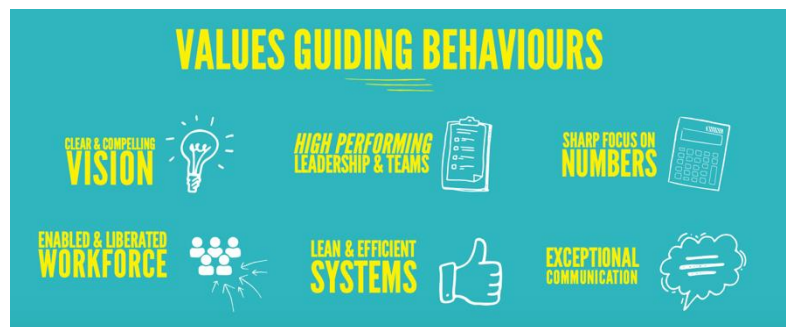
Our Vision:

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 be responsible for the work-based assessment, supervision, tuition, and assessment of students according to the requirements of Construction programmes related to Carpentry and Joinery.

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 these 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 plan, develop and deliver a wide range of Learning, Assessment and Teaching 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 maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
11. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
12. To develop and maintain quality standards appropriate to the post.
13. To maintain professional standards and expertise by undertaking relevant professional development.
14. To conform with the Health & Safety requirements to the post.
15. 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	Appropriate Level 3 qualification	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 construction-based qualifications in a flexible learning 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 construction and apprenticeships	A/I

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

Skills/Abilities - Other		PSM
13	Appropriate level of IT skills to undertake relevant duties, i.e. 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 various geographical locations	A/I

Prepared By:	Emma Innesbeer - Head of Apprenticeships and Work Place Learning
Date:	September 2021

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