**Specialist Tutor/Assessor: Electrical Installations   
Construction & Engineering  
Ref: 20.29a**

**1. The Appointment**

**About the role**

This is a great opportunity for a dynamic, professional individual qualified in an appropriate discipline to join a forward-thinking college to develop, teach and assess on Electrical Installations, with the ability to switch between Apprenticeships and main courses of Study.

You will be a highly self-motivated, energetic, and driven individual, encompassing a strong sense of autonomy. You will possess strong presentation and communication skills and be able to demonstrate achievement of targets.

This post carries a mixture of case load and delivery hours and although there is a teaching commitment it is expected that the role will be heavily weighted towards Apprenticeships.

The role will require you to take on and work to the college’s RICHER values, **Respect, Integrity, Collaboration, High Expectations & Responsibility.**

**Aims and purpose of the job**

Our assessors have a distinctive mix of talent. They are sector relevant, having gained significant expertise to know their sector inside out, being ‘credible’ in their field. They are ingenious at imparting knowledge and skill to others, bringing alive and sharing their sector expertise in a way that will develop our apprentices to become experts in their own right. They are equally comfortable engaging with the managing director of the business as they are the apprentice.

This role will assess apprentices completing Electrical Installation Apprenticeships in the workplace and support the apprentices’ progress through the relevant programmes. The role is based at the Station Park Construction Centre, liaising with technical delivery staff and supporting apprentices with the knowledge requirements.

We measure our success by how many of our clients achieve their apprenticeship programme and are happy with the service. We also measure how many of our employers’ value the services we provide to their business and the contribution our apprentices make.

**JOINING OUR JOURNEY**

When you join our college, our staff have access to numerous benefits and facilities:

* Pension Scheme
* Occupational Health Service
* Enhanced Maternity/Paternity provision
* Staff Development days/week (July)
* Free confidential counselling service
* Free car parking
* On-site hair and beauty salon, Revive Spa, fine dining Refine Restaurant and Create Theatre

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. You will have an in-depth understanding of the professional apprenticeship standards and the governance for all standards you will accountable for delivering. This will be supported by your understanding of the associated funding system and apprenticeship reforms to enable you to have a rounded view of your areas of specialism.
2. You will maintain the same professional level of skill and knowledge to enable you to be able to deliver on the current equivalent apprenticeship frameworks.
3. You will design a bespoke delivery programme that will support the apprentice to meet all of the knowledge, skills and behaviours required of their apprenticeship standard. Working in conjunction with the employer you will tailor your delivery to compliment the learning, development and continuous assessment being managed by the employer and support the employer to do this effectively.
4. Utilise your professional knowledge and skill to regularly review the apprentice’s progress against the standard and in conjunction with the apprentice and employer, make informed judgements that clearly demonstrate that the apprentice is deemed competent against the relevant requirements of that standard.
5. Prepare the apprentice to be able to demonstrate consistently that they have met the required sector set professional standards enabling them to be supported through gateway to end point assessment. This will include supporting the employer to confidently decide at what point this will take place.
6. End point assessment can be inclusive of a wide array of testing and assessment methodologies which will be specific to your sector. You will support the apprentice for readiness for end point assessment by ensuring that they are capable and confident in all expected end point assessment methods.
7. You are expected to take charge of making sure your sector skills are current and that you keep up to date with developments, legislation and thinking in your occupational area and will record your CPD on the colleges HR system.
8. Knowing exactly what our client groups think of the interactions they have with our team and our team members is central to our ethos of finding ways to wow and create great experiences. You may be expected to contribute to sourcing this feedback from your client group and we will expect you to act upon any feedback to make sure we keep our focus on what is important to our clients.
9. You are part of a great team and as such will be expected to participate in events and promotions where the team requires representation, some of these will be outside of your normal working hours.
10. There will be some admin work created as a natural part of your role and you will be required to do this which will include providing information to college wide systems and processes.

**Accountabilities as part of our team**

1. We are a people focused business, as such the way you behave and present yourself will be a reflection on us and we want you to take ownership of making sure that your contribution to our reputation and to your own personal professional reputation is always a positive one.
2. Being privy to confidential or sensitive information may be a natural part of your job role and as such we expect you to treat this with the upmost professionalism.
3. We will advocate you in this role as the expert, you are accountable for making sure you live up to this reputation by taking accountability for making sure you keep you knowledge, expertise, experience and professionalism current and up to date.

**Other Responsibilities**

1. To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
2. To apply the college’s own safeguarding policy and practices and attend training as requested.
3. To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
4. To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
5. To present and promote an appropriate public image in representing the college.
6. To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**



**Senior Managers Competencies**

|  | Essential | Desirable |
| --- | --- | --- |
| Qualifications: |  |  |
| D32/33 with update, A1 or TAQA | 🗸 |  |
| Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE | ✓ |  |
| Level 3 (minimum) qualified within relevant vocational sector. Specifically; L3 NVQ in Electrical Installation | 🗸 |  |
| D34 with update, V1 or TAQA - Award and Certificate in the Internal Quality Assurance of Assessment Processes and Practice - Level 4 |  | 🗸 |
| English to at least level 2 | ✓ |  |
| Maths to at least level 2 | ✓ |  |
| IT qualifications/experience |  | ✓ |
| Assessor Qualification | ✓ |  |
| Verifier Qualification |  | ✓ |
| Experience |  |  |
| High level of apprenticeship service training and delivery |  | ✓ |
| Recent and relevant experience of delivering high quality and effective learning experience to groups and individuals | ✓ |  |
| Evidence that you are able to apply effective approaches to assessing and teaching to more than one level | ✓ |  |
| Recent and relevant experience of working within an appropriate vocational environment | 🗸 |  |
| Recent and relevant experience of assessing as a qualified assessor | 🗸 |  |
| Skills /Knowledge |  |  |
| Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies | ✓ |  |
| Demonstrate suitability to work with children and vulnerable  adults adults including knowledge/understanding of safeguarding and its importance within the college | ✓ |  |
| Knowledge of current initiatives within the sector and the vocational area of responsibility specifically in regards to Apprenticeship Standards | 🗸 |  |
| Excellent communication, inter personal and presentation skills and the ability to influence others and build positive relationships | 🗸 |  |
| Ability to plan and prioritise | 🗸 |  |
| Ability to work as part of a team to achieve common objectives | 🗸 |  |
| Ability to work at level 2 in English | 🗸 |  |
| Ability to work at level 2 in mathematics | 🗸 |  |
| Good working use of IT; in Microsoft word, PowerPoint and outlook | 🗸 |  |
| Qualities linked to college values |  |  |
| Set high professional standards for one’s own practice and high expectations for learners | ✓ |  |
| Demonstrate understanding and promotion of equality and diversity and customer service | ✓ |  |
| Demonstrate an ability to take responsibility for own and others Health and Safety at work | ✓ |  |
| Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice and following organisational procedures. | ✓ |  |

**Position within the college**

The post-holder will be part of the Construction & Building Services department and will report directly to the Apprenticeships Manager.

**Terms & conditions**

a) The post is offered on a West Nottinghamshire College delivery contract and is subject to those terms and conditions.

b) Salary Point: unqualified £22,397 - £24,582 and qualified £25,379 - £37,349 per annum.

**Senior Managers Competencies**

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c) You will be required to work 37hours per week on a flexible basis.

d) You will be entitled to 32 days leave, plus bank holidays.

1. The college operates a contributory Average Salary Pension Scheme, (Teachers’ Pension).

f) The post holder may be located at any West Nottinghamshire College Site and will be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**The application process**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm** **on Tuesday 9th June 2020**.

[**www.wnc.ac.uk/vacancies**](http://www.wnc.ac.uk/vacancies)

### THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check.  The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.**