

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

**Knowledge Specialist (Assessor): Brickwork
Construction and Building Services
Ref: VBSS21.19c**

1. The Appointment

The team and focus

The Construction & Building Services apprenticeship provision at Vision West Nottinghamshire College is a close knit team based at the Station Park Construction Centre. The team work closely with employers to offer high-quality apprentices in Construction Crafts as well as Building Services, supporting learners with their progression through the course of their apprenticeship journey.

Quality apprenticeship delivery is at the heart of what we do and we make a substantial contribution to the Government's apprenticeship strategy, we are a market leader in our field and everything we do is about maintaining and strengthening our position.

Aims and purpose of the job

Our assessors are called 'Specialists' and they have a distinctive mix of talent. They are sector relevant, having gained significant expertise to know their sector inside out. 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 Brickwork Apprenticeships in the workplace and support the apprentices' progress through the relevant programmes at intermediate/advanced levels. The role requires regular visits to see apprentices and employers on-site as well as frequent attendance at the Station Park Construction Centre, liaising with technical delivery staff and supporting apprentices with the requirements of their e-portfolio. The successful candidate would be within the Mansfield area or reside at a location that allows a daily commute to WNC sites such as Chesterfield Road, Derby Road and the surrounding area.

We measure our success by how many of our clients achieve their apprenticeship programme in the timescales outlined and who are very much 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.

Specific accountabilities

You will have an in-depth understanding of the professional apprenticeship standards/frameworks and the governance for all standards you will be accountable for delivering. This will be supported by your knowledge of the associated funding system and apprenticeship reforms to enable you to have a rounded view of your areas of specialism.

You will maintain the same professional level of skill and knowledge to enable you to deliver on the current equivalent apprenticeship frameworks.

You 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.

You will 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.

You will attend college for an hour of group support on the 'day-release' delivery days of the apprentices that you are supporting in order to build relationships, ensure Off-The-Job training is recorded in the One File e-portfolio, and support with evidence building in One File and plan site-visits.

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.

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. You will be required to utilise this knowledge as part of the apprenticeship sign-up process, liaising with the employer of each potential new start to complete a Skills Scan to assess the range of skills development the apprentice will be undertaking and determine that it will be sufficient for the prospective Standard. You will also be responsible for ensuring that all employers understand their commitment in the apprenticeship process and training during these initial conversations and as an ongoing process during the apprenticeship.

You will be expected to attend scheduled team meetings and quality meetings as part of your role and contribute to development of the apprenticeship Standard that you are responsible for; improving progress reporting in One File, college preparations for End Point Assessments, partnership working etc.

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.

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 may be outside of your normal working hours.

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

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.

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.

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 your knowledge, expertise, experience and professionalism current and up to date.

Other Responsibilities

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.

To apply the college's own safeguarding policy and practices and attend training as requested.

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.

To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

To present and promote an appropriate public image in representing the college.

To undertake any other duties as may reasonably be required commensurate with the post.

Skills, Qualities and Knowledge

	Essential	Desirable
Qualifications:		
Level 3 qualification within relevant vocational sector	✓	
Assessor Award (or willing to work towards)	✓	
Verifier Award (or willing to work towards)		✓
Certificate in Teaching in the Lifelong Learning Sector (CTLLs) or equivalent - Level 4 teaching qualification		✓
English to at least level 2	✓	
Maths to at least level 2	✓	
IT qualification/experience	✓	
Experience		
Evidence of delivering high quality and effective learning experience in an Educational sector.	✓	
Experience in e-portfolio systems (or willing to commit to on-going development)		✓
Recent relevant experience of working within an appropriate vocational environment	✓	
Evidence of producing and presenting information and reports using a variety of methods	✓	
Ability to plan, execute and evaluate activities	✓	
Identify, interpret and apply knowledge and information	✓	
Ability to analyse information and situations and recommend ways forward	✓	
Ability to deliver results within a pressured environment (evidenced)	✓	
Excellent communication skills, including the ability to influence others	✓	
Understanding of the changing sector requirements		✓

	Essential	Desirable
Knowledge and awareness of DDA legislation and inclusion agenda		✓
Knowledge of current national and international initiatives and how they are interpreted into the college's strategic plan		✓
Ability to provide effective feedback to learners to enable forward development to timescales.	✓	
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 including knowledge/understanding of safeguarding	✓	
Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility	✓	
An understanding of safeguarding and its importance within the college	✓	
Evidence of understanding of differences between assessment and evaluation	✓	
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	

Position within the college

The post-holder will report to the Apprenticeship Manager.

Terms & conditions

- a) The post is offered on a Vision Business Support Services contract.
- b) The salary will be £39,516 per annum. This is a spot salary.
- c) You will be required to work 40 hours per week on a flexible basis.
- d) You will be entitled to 25 days leave, plus bank holidays and 4 concessionary days.
- e) The college operates a Scottish Widows Group Personal Pension Plan.

- 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 10th November 2021**.

www.wnc.ac.uk/vacancies

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

The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £46.50.

It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.