

### Job Description

<b>Job Title:</b>	Assessor Trainer in Painting and Decorating
<b>Responsible To:</b>	Assistant Area Head of Trowel Occupations & Associated Subjects
<b>Line Management of other staff:</b>	No
<b>Location:</b>	Colchester
<b>Salary:</b>	£28,644 - £32,238 per annum
<b>Date of last review:</b>	November 2023

### **Purpose Statement:**

To train and assess units such as painting & decorating and associated construction subjects within a workshop environment, predominantly across college campuses but could be within industry.

To ensure that workshops are maintained in a safe operational condition, that all teaching and learning related materials are prepared in a timely manner and appropriate stock levels are maintained, working collaboratively with both teaching and support staff to meet the learning needs of students.

To oversee / carry out live practical projects both within the college or other establishments maintaining a high quality of work in accordance to statutory requirements.

### **Main Duties & Responsibilities:**

<b>1</b>	To at all times maintain high expectations of learner's work, commitment, and behaviour, taking action to ensure the highest of standards are met.
<b>2</b>	To continuously evaluate and improve the quality of learning and teaching within your delivery utilising and engaging with the college's development and observation programmes.
<b>3</b>	To train and assess candidates towards agreed qualifications and prepare high quality learning and teaching materials.
<b>4</b>	To maintain workshop, equipment and tools to the highest standards ensuring statutory requirements are met.
<b>5</b>	To carry out and oversee practical community or college projects ensuring high standards of work are maintained at all times.
<b>6</b>	To competently and professionally liaise with customers and employers.
<b>7</b>	To maintain an effective and timely stock control system of materials and consumables including the ordering of tools and equipment.
<b>8</b>	To prepare materials and equipment as needed by teaching staff and students in a timely, effective and efficient manner.
<b>9</b>	To contribute to the work of programme teams, committees and boards as appropriate.
<b>10</b>	To complete appropriate awarding body documentation and ensure compliance of required procedures.

11	To monitor candidate progress including target setting and the carrying out of regular progression reviews.
12	To assist in the promotion and marketing of programmes within your team and centre of duty.
13	To develop and update personal professional expertise in the relevant areas.
14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
15	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*