

# Instructor/Assessor

**Department:** Technology, Marine & Renewables

**Reports To:** Academy Manager

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## **Job Purpose:**

To deliver and assess all forms of practical and academic study, maintaining standards expected by award making bodies, industry and students; to develop appropriate teaching techniques and materials which meet new educational initiatives. To contribute to the overall development and promotion of the College, Department and Section, both internally and externally.

## **Key Responsibilities:**

1. Deliver academic curricula and practical training programmes to students taking account of other inputs from the teaching team, using appropriate teaching techniques to ensure high standards and low student turnover, and to act as personal tutor to students.
2. Prepare teaching materials, practical exercises and assessments in line with the syllabus and in conjunction with others. Assist in the academy's development of programmes.
3. Support and contribute to the planning and delivery of Functional Skills, PLTS and ERR as appropriate.
4. Set and mark programme work, examinations and assessments.
5. Attend and take an active part in programme team meetings.
6. Conduct research into new industrial developments and new educational initiatives, incorporating these into the curriculum when required.
7. Identify new areas for programmes in conjunction with the Academy Manager and the teaching team, thereby supporting the marketing of the Academy's work; assist in the recruitment, selection and induction of students.
8. Prepare student reports as required by programme organisers and external administrators.

9. Maintain student welfare and discipline, providing guidance and counselling when required, including liaison with parents and other sponsors.
10. Carry out assessment of candidates across the range on NVQ programmes.
11. Undertake internal verification in line with Awarding Body and College requirements.
12. Assist with the recruitment and selection of learners.
13. Liaise with technicians to ensure the appropriate provision of materials.
14. Maintain student registers and absence reports in line with departmental requirements and comply with other administrative procedures and College regulations.
15. Develop external contacts to maintain knowledge of industry practice, providing technical advice if appropriate.
16. Liaise with Student Services and other sections to progress expertise in student assessment, welfare, attendance, counselling and discipline; contribute to the development of extra-curricular life.
17. Liaise with employers, training providers, trade associations, parents and other bodies on student vocational and curriculum issues, developing appropriate two-way communication.
18. Undertake such other duties commensurate with the grade of the post as may reasonably be required and you may be required to be trained to administer First Aid.

## **NOTE**

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

## Person Specification

<b>Post: Instructor/Assessor</b>		<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications:</b>		
1	An appropriate City and Guilds or trade qualification, or equivalent	✓	
2	Relevant Assessor Awards, or willing to undertake this training during your first year	✓	
3	An Internal Verifier Award would be desirable		✓
	<b>Experience:</b>		
4	Have been a time served apprentice, experience of Engineering	✓	
5	Some previous teaching experience		✓
6	Previous experience of assessing NVQs	✓	
	<b>Skills:</b>		
7	Understand the assessment techniques used in the workplace to assess NVQ's	✓	
8	A current full driving license, and use of your own vehicle on College business	✓	
9	IT literacy would be an advantage		✓
	<b>Personal Qualities:</b>		
10	The successful candidate will be able to communicate effectively at all levels	✓	
11	He/she will be enthusiastic and flexible in their approach to work	✓	

## Role Context

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
  - Safeguarding Children and Safer Recruitment in Education, including Prevent;
  - Human Resources policies and procedures;
  - Health and Safety policies and procedures;
  - Equality, Diversity and inclusion policies and procedures;
  - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

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### **Additional Information**

**Hours of Work** : **Full-time, 37 hours per week.**

**Salary Range** : **£20,776-£26,656 per annum**

**Closing Date** : **Midnight on Thursday 28 January 2021**