

### Job Description

<b>Job Title:</b>	Assessor/Trainer in Welding and Fabrication
<b>Responsible To:</b>	Area Head of Engineering, Manufacturing and Construction
<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>	May 2024

### **Purpose Statement:**

To train and assess Welding and Fabrication subjects for work-based apprentices, full cost and full-time students to support progression to employment.

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, acting 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.
<b>11</b>	To monitor candidate progress including target setting and the carrying out of regular progression reviews using the college virtual systems.
<b>12</b>	To assist in the promotion and marketing of programmes within your team and centre of duty.
<b>13</b>	To develop and update personal professional expertise in the relevant areas.
<b>14</b>	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
<b>15</b>	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*

### Person Specification

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<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Teaching Qualification or willingness to complete within 3 years	✓		A
Assessor/Verifier Awards	✓		A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
Significant industrial experience in an engineering & manufacturing environment.	✓		A / I
Supervisory experience and / or experience in dealing directly with customers, clients or students.		✓	A / I
Experience of working with young people.		✓	A / I
Knowledge of current safeguarding and equality and diversity practices in FE.		✓	A / I
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
Good IT skills, including Excel and the use of outlook.	✓		A / I
Empathy with young people.	✓		A / I
Experience of working with Quality systems.	✓		A / I
Good team working skills particularly the ability to work closely and effectively with other staff.	✓		A / I
The ability to plan ahead to meet targets in a timely manner and to keep accurate records.	✓		A / I

Proactive approach to work and the willingness to take on new and challenging tasks.	✓		A / I
Able to work without supervision.	✓		A / I
Excellent interpersonal, oral and written communication skills.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
A strong commitment to Equity Diversity, and inclusion.	✓		I
High commitment to teaching young people and the ability to stretch and inspire them during learning.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

**KEY:**

<b>A</b>	Application
<b>I</b>	Interview
<b>P</b>	Presentation/Micro-teach
<b>T</b>	Test