

Colchester Institute Job Description

Job Title:	Lecturer/Assessor – Management Level 3, 5 and 7
Regulated Activity:	Yes
Responsible To:	Head of Professional Apprenticeships
Line Management of other staff:	No
Location:	Colchester
Salary:	Range 31-37

Purpose Statement:

In this role you will train, coach, mentor and assess a caseload of apprentices both in the college via formalised teaching sessions and in the workplace via coaching and observations towards agreed qualifications and apprenticeship standards.

The role will include developing apprentices' knowledge, skills and behaviours via robust planning and assessment in preparation for End Point Assessment ensuring that all apprentices successfully complete their apprenticeship to include the End Point Assessment.

The successful candidate will need to demonstrate a background either academically or technically in the field of leadership and management. In addition to this the successful candidate will need to have an understanding of apprenticeship standards and assessment methods.

Main Duties & Responsibilities:

1	To design, prepare and deliver teaching and learning materials to develop the knowledge, skills and behaviours required for the standard and qualification in area of responsibility.
2	Lead on curriculum development in leadership and management through innovative approaches to the existing curriculum and the development of new areas of study.
3	To provide apprentices with and monitor progress towards individual learning plans, SMART targets that will ensure apprentices are ready to enter gateway within the agreed timeframes as set out in their individual training plan.
4	To provide apprentices with timely and impactful feedback on work in order to promote progress towards key milestones.
5	Where apprentices are not making suitable and sufficient progress identify and implement action plans to promote engagement and progress.

6	Support the apprentice with all aspects of their apprenticeship as they prepare for Gateway and EPA (End Point Assessment), ensuring clear lines of communication between all key delivery staff involved in the apprenticeship and the apprentice's employer.
7	Carry out regular learning and assessment of work through professional observations and coaching sessions with the apprentice and their employer to monitor progress against key milestones - including the 20% off the job training as outlined in the apprenticeship training plan and development of the portfolio of evidence required for EPA.
8	To complete appropriate awarding body / funding body documentation and ensure compliance with required procedures as set out in the awarding body assessment strategy.
9	To attend regular programme, standardisation meetings and briefing sessions in line with curriculum policies.
10	To continuously evaluate and improve the quality of learning and teaching within your work utilising and engaging with the college's development and observation programmes.
11	During all aspects of apprenticeship meetings with both the apprentice and their employer, seek opportunities to raise awareness of Safeguarding; Prevent; Equality & Diversity; Health & Safety, and British Values.
12	Communicate with the Apprenticeship Development Coach to ensure feedback on apprentice progress is up to date and accurate on smart assessor to inform the review process.
13	Ensure apprentice information is kept up to date in the relevant folders; Smart Assessor, and any other virtual learning environments required of the apprenticeship standard.
14	Amend and revise the individual learning plans as necessary, to adapt to changes occurring in the work environment and learning journey.
15	Work with the Area head to develop and maintain quality assurance processes throughout the apprenticeship.
16	Support college departments to achieve targets - including enrolment, retention, achievement, and customer feedback for apprenticeships.
17	Follow and contribute the development of area policies and procedures with an eye on continuous improvement.
18	Offer impartial information, advice, and guidance (IAG) to all Colchester Institute customers, sign posting to both internal and external teams to meet customer needs.

19	Undertake administration activities that relate to the services identified above.
20	To develop and update personal professional expertise in the relevant areas.
21	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
22	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

Colchester Institute Person Specification

Position: Lecturer/Assessor – Management Level 3, 5 and 7

	Essential	Desirable	How is this assessed?
Qualifications			
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
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent	✓		A
Education to level 7 or above and/or a professional qualification in relevant subject area or equivalent		✓	A
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course		✓	A / I
Assessor/Verifier Awards OR completion within 1 year of employment or 1 year of the first available course	✓		A / I
Membership of a recognised professional body e.g. CMI, ILM etc		✓	A
Experience			
Experience of working with a diverse group of learners with contrasting needs.	✓		A / I
Recent and demonstratable industry experience in the management sector.		✓	A / I
Experience of training and assessing against management (team leader and departmental manager) apprenticeship standards and vocational qualifications.	✓		A / I / P
Experience of completing awarding body documentation as required.		✓	A / I
Knowledge and Skills			
Good knowledge and understanding of management standards and qualifications to include: <ul style="list-style-type: none"> • Project management 	✓		A / I / P

<ul style="list-style-type: none"> • Finance • Communication • Operational management • Stakeholder management • Coaching and performance management • Self awareness and personal development • Strategic management • Management procurement • Strategic people management 			
Excellent IT skills, including excel and the use of outlook.	✓		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
Knowledge of assessment and quality assurance processes and procedures.		✓	A / I
Excellent interpersonal, oral and written communication skills.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices.	✓		I
Personal Attributes			
Keen desire to drive quality improvements within own area of responsibility.	✓		I
A strong commitment to diversity, equity and inclusion.	✓		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:

A	Application
I	Interview
P	Presentation/Micro-teach