

Job Description

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| Job Title: | Assessor/Trainer in Automotive Service and Repair |
| Responsible To: | Area Head, Motor Vehicle |
| Line Management of other staff: | No |
| Location: | Colchester |
| Salary: | £28,644 - £32,238 per annum |
| Date of last review: | October 2024 |

Purpose Statement:

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 train and assess candidates within a workshop environment, predominantly across college campuses but could be within industry.

To oversee / carry out the repair of live customer vehicles, maintaining a high quality of work accordance to statutory requirements.

Main Duties & Responsibilities:

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| 1 | To, at all times, maintain high expectations of learners work, commitment, and behaviour, taking action to ensure the highest of standards are met. |
| 2 | 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. |
| 3 | To train and assess candidates towards agreed qualifications and prepare high quality learning and teaching materials. |
| 4 | To maintain workshop, equipment and tools to the highest standards ensuring statutory requirements are met. |
| 5 | To carry out and oversee the service and repair of customers vehicles ensuring high standards of work are maintained at all times. |
| 6 | To maintain an effective and timely invoicing system that includes the collection of money. |
| 7 | To competently and professionally liaise with customers and employers. |
| 8 | To maintain an effective and timely stock control system of materials and consumables including the ordering of tools and equipment. |

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| 9 | To prepare materials and equipment as needed by teaching staff and students in a timely, effective and efficient manner. |
| 10 | To contribute to the work of programme teams, committees and boards as appropriate. |
| 11 | To complete appropriate awarding body documentation and ensure compliance of required procedures. |
| 12 | To monitor candidate progress including target setting and the carrying out of regular progression reviews. |
| 13 | To assist in the promotion and marketing of programmes within your team and centre of study. |
| 14 | To develop and update personal professional expertise in the relevant areas. |
| 15 | Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices. |
| 16 | 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

Job Title:

Assessor/Trainer in Automotive Service and Repair

| Qualifications | Essential | Desirable | How is this assessed? |
|---|-----------|-----------|-----------------------|
| Level 3 qualification or equivalent in vehicle service and repair. | ✓ | | 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 |
| Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course. | ✓ | | A |
| The willingness to achieve an assessor's award whilst in post. | ✓ | | A |
| Evidence of C.P.D. | ✓ | | A |
| Technician level education in automotive engineering. | | ✓ | A |
| Assessor Award. | | ✓ | A |
| Authorised MOT tester. | | ✓ | A |
| Experience | Essential | Desirable | How is this assessed? |
| Significant experience of working in industry within a practical motor vehicle service and repair environment. | ✓ | | A / I |
| Experience of maintaining equipment associated with vehicle service and repair workshops. | ✓ | | A / I |
| Knowledge of current safeguarding and equality and diversity practices in FE. | ✓ | | A / I |
| Experience of training and assessing automotive subjects. | | ✓ | A / I |
| Experience of managing learning and assessment processes and documentation in accordance to syllabi requirements. | | ✓ | A / I |
| Knowledge and Skills | Essential | Desirable | How is this assessed? |
| Good team working skills particularly the ability to work closely and effectively with other staff. | ✓ | | A / I |
| Commitment to teaching young people. | ✓ | | A / I |

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| Up to date practical automotive engineering skills. | ✓ | | A / I |
| Proactive approach to work and the willingness to take on new and challenging tasks. | ✓ | | A / I |
| Good knowledge of health and safety requirements and quality processes relating to automotive workshops. | ✓ | | A / I |
| Good oral and written communication skills. | ✓ | | A / I |
| Ability to prioritise work effectively to meet targets. | ✓ | | A / I |
| Ability to work to a high degree of accuracy and quality. | ✓ | | A / I |
| Able to work without supervision. | ✓ | | A / I |
| Good IT skills. | | | A / I |
| Experience of working with Quality systems. | | ✓ | A / I |
| Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment. | ✓ | | A / I |
| Personal Attributes | Essential | Desirable | How is this assessed? |
| A strong commitment to Equity Diversity, and inclusion. | ✓ | | A / I |
| Enjoys working collaboratively and seeking collaborative opportunities. | ✓ | | A / I |
| Ability to work flexibly to meet changing needs and work demands. | ✓ | | A / I |
| Continuously improving and commitment to own personal and professional development. | ✓ | | A / I |

KEY:

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| A | Application |
| I | Interview |
| P | Presentation/Micro-teach |
| T | Test |