

JOB DESCRIPTION

Job Title	Senior Workshop Instructor Assessor in Brickwork
Salary Scale/Grade	SO1
Responsible to	Sector Lead
Date of Job Description	March 2017

Purpose

The SWIA in Brickwork is responsible to the Sector Lead for providing high quality support to the students in order to enable the College to meet the above broad objectives. Team working and communications within an overall approach that values people will be of key importance.

Duties and Responsibilities:

- Taking responsibility for the day-to-day running of the workshop
- Developing practical training tasks and teaching material (Workshop ELT) that best enable students to achieve their goals
- Monitoring awarding body requirements for practical assessment facilities and advising the Sector Lead of any development needs
- Developing lesson plans and teaching materials for practical lessons
- Delivering practical training sessions for Entry Level 3, Level 1, L2 &3 programmes
- Producing assessment plans and assessing students practical and written work
- Keeping paper/electronic records of student attendance, progress, and achievement.
- Signposting student concerns and issues to the Sector Lead
- Producing reports on student progress and achievement.
- Taking responsibility for the upkeep and development of the workshops, including tools and equipment.
- Contributing to marketing activities either college or section and including attendance at open evenings, taster days and school visits
- Attendance at meetings – College or Department
- Undertaking and supporting internal verification activities
- Participating in teams to develop new initiatives in respect of delivery of programmes
- Deliver modules of theory in a workshop/ classroom environment to reinforce practical elements of programme

GENERAL:

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

PERSON SPECIFICATION

Job Title	SWIA in Brickwork	
Department	Construction & Environmental	
Salary Scale/Grade	SO1	
Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> NVQ Level 3 or Advanced Craft Certificate in Brickwork 	<ul style="list-style-type: none"> Assessor Award Internal Verifier Award
Experience	<ul style="list-style-type: none"> Evidence of ongoing professional updating and development A minimum of 5 years recent industrial experience of domestic/commercial work. 	Experience of developing and delivering practical training sessions
Skills, knowledge and competencies	<ul style="list-style-type: none"> Excellent planning and organisational skills Good written, record-keeping and IT skills 	
Personal characteristics	<ul style="list-style-type: none"> Professional approach to work and appearance Commitment to the College 	
Other	<ul style="list-style-type: none"> Commitment to operating in a healthy and safe environment 	<ul style="list-style-type: none"> Willing to work up to two evenings and some weekends when required