

19-079 Assessor/Trainer in Wood Occupations

Hours:	37 hours per week, 52 weeks per year
Salary:	£26,221 - £29,510 per annum
Duration:	Permanent
Location:	Colchester

Colchester Institute's mission is to deliver first-class education, professional development and technical skills training to develop careers and strengthen the local economy.

The curriculum area of Wood Occupations and Associated Trades are currently seeking an Assessor/Trainer in Wood Occupations 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.

You will work collaboratively with both teaching and support staff to meet the learning needs of students. You will also train and assess candidates within a workshop environment, predominantly across college campuses but could be within industry and oversee / carry out live practical projects maintaining a high quality of work in accordance to statutory requirements.

If successful, you will be welcomed to the College with a full induction programme to support you in your new role. The College is also committed to staff development and offers an excellent staff benefits package.

Closing date: 27th September 2020

To apply please complete our Application form and return by email to jobline@colchester.ac.uk or by post to the Human Resources Team, quoting the job reference. We do not accept CV applications however, CV's can be provided in addition to our Application Form as supporting information if you wish.

[Download Application Form \(.docx\)](#)

[Download Application Form \(PDF\)](#)

All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check.

Please contact Human Resources on jobline@colchester.ac.uk or call 01206 712333 if you have any queries or would like further information.

Additional Information

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.

Please visit our website www.colchester.ac.uk to obtain further details about the College.

Colchester Institute Job Description

Job Title:	Assessor/Trainer in Wood Occupations
Regulated Activity:	Yes
Responsible To:	Assistant Area Head of Wood Occupations and Associated Trades
Line Management of other staff:	No
Location:	Colchester
Salary:	Range S26 - 30

Purpose Statement:

To ensure that all 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.

Main Duties & Responsibilities:

1	To train and assess candidates within a workshop environment, predominantly across college campuses but could be within industry.
2	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.
3	To maintain high expectations of learner's work, commitment, and behaviour, taking action to ensure the highest of standards are met at all times.
4	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.
5	To train and assess candidates towards agreed qualifications and prepare high quality learning and teaching materials.
6	To maintain workshop, equipment and tools to the highest standards ensuring statutory requirements are met.
7	To carry out and oversee practical community or college projects ensuring high standards of work are maintained at all times.
8	To competently and professionally liaise with customers, parents/guardians and employers.

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

	Essential	Desirable	How is this assessed?
Qualifications			
Education to level 3 or above and/or a professional qualification in wood occupations trade/discipline or equivalent	✓		A / I
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 / I
Willingness to obtain a Level 3 award in Education and Training	✓		I
Assessor/Verifier Awards or willingness to achieve in post	✓		A / I
Evidence of C.P.D	✓		A / I
Technician level education in a construction based trade		✓	A / I
Teaching Qualification		✓	A / I
Internal Verification Award		✓	A / I
Experience			
Significant industrial experience in a wood trades discipline	✓		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
Experience of training and assessing		✓	A / I
Experience of I.L.T learning environments		✓	A / I
Experience of working with Quality systems		✓	A / I

Knowledge and Skills			
Able to work without supervision	✓		A / I
Empathy with young people	✓		A / I
Excellent interpersonal, oral and written communication skills	✓		A / I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices	✓		A / I
Up to date knowledge of the elements and processes of apprenticeship frameworks		✓	A / I
Personal Attributes			
Willingness to work evenings and outside normal working hours to meet the needs of the department	✓		A / I
A strong commitment to equality and diversity	✓		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:

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