

**Electrical Installation Assessor**

**Job Description**

## Main Purpose of Job

To support teaching and learning in the school by ensuring the provision of high-quality assessment on programmes.

**Assessing/Training**

* To ensure assessment to meet the needs of employers and learners.
* To assess students in the workplace, in line with Awarding Body standards.
* To give constructive feedback to learners on assessment decisions and agree future targets.
* To liaise with client organisations to promote the benefits of the college’s service and identify organisational and individual training and development needs.
* To maintain accurate and complete learner tracking systems and records to meet college requirements and audit requirements.
* To develop and maintain up to date occupational knowledge.
* To develop and establish new provision through the service and generate additional income for the college.
* To ensure candidates are managed to achieve in a timely manner.
* To positively promote the college and its services in the local area.

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested.
* To undertake continuous professional development.

**Additional Duties**

* To meet the individual needs of all students and customers.
* To promote and safeguard the welfare of young people and vulnerable adults at the college.
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



**Electrical Installation Assessor**

**Personal Specification**

**Qualifications**

* Relevant Electrical Installation qualification.
* Assessor qualification.
* Literacy and numeracy to minimum of level 2.
* Evidence of continuing professional development.

**Knowledge/Experience**

* Experience of effective team working and promoting relationships between staff, students and the community.
* Experience of delivering training or assessing.
* Proven industrial/commercial background.
* Experience of working with external organisations such as awarding bodies.
* Knowledge of Equality & Diversity and Safeguarding issues.
* Clear understanding of customer service.
* Knowledge and experience of meeting target and monitoring progress.
* Experience of working in a college environment would be an advantage.
* Experience of delivering training or assessing on Supporting Teaching and Learning in Schools programmes would be an advantage.
* Experience of delivering work-related programmes including apprenticeships is preferred
* Experience of e-portfolios would be an advantage.

**Skills/Attributes**

* Strong leadership and persuasion skills.
* Excellent communication skills, both oral and written.
* Flexible approach.
* Customer focused.
* Logical approach to problem solving.
* Competent user of the full range of Microsoft Office applications.

**Additional Requirements**

* Ability to travel as required.
* Willingness to work flexible hours.

**Post Information**

* Reports to Head of School for Construction.
* Salary is college assessors pay scale up to £31,000
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.