

Gas Centre Coordinator

Department: Technology, Marine & Renewables

Reports To: Academy Manager

Job Purpose:

To deliver all forms of assessments whilst maintaining standards expected by awarding bodies, industry and students. To develop appropriate assessment techniques and materials which meet new educational initiatives. To contribute to the overall development and promotion of the College, Department and Section, both internally and externally.

Key Responsibilities:

- 1) Carryout assessments of students, using appropriate assessing techniques to ensure high standards.
- 2) Prepare assessing materials and practical exercises in line with the qualification handbook and in conjunction with others, and assist in the section's development of programmes.
- 3) To act as gas centre coordinator leading the, assessment, verification and curriculum development of the assessment team.
- 4) To monitor and maintain assessment bays and safe systems of work, including risk assessments.
- 5) Attend and take an active part in programme team meeting, business review meetings, progress meetings and meetings with employers.
- 6) Conduct research into new industrial developments and new educational initiatives, incorporating these into the curriculum when required.
- 7) Identify new areas for programmes in conjunction with the Academy Manager and the teaching team, thereby supporting the marketing of the Section's work; assist in the recruitment, selection and induction of students.
- 8) Carry out assessment of candidates across our full range of programmes.
- 9) Assist with the recruitment and selection of students. Assist the marketing team with promoting our full range of courses.
- 10) Liaise with technicians to ensure the appropriate provision of materials.

- 11) Develop external contacts to maintain knowledge of industry practice, providing technical advice if appropriate.
- 12) Liaise with employers, training providers, trade associations, parents and other bodies on student vocational and curriculum issues, developing appropriate two-way communication.
- 13) Undertake such other duties commensurate with the grade of the post as may reasonably be required and you may be required to be trained to administer First Aid, if necessary.

NOTE

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

Person Specification

Post: Gas Centre Coordinator		Essential	Desirable
	Qualifications:		
1	Appropriate professional, academic and vocational qualifications at NVQ Level 3 equivalent or above including domestic gas and appliances (CCN1 etc.)	✓	
2	Assessor Qualification	✓	
3	Unvented Qualification	✓	
4	WRAS Qualification	✓	
5	OFTEC Qualifications		✓
6	IT/ILT/ICT recognised training		✓
	Skills		
7	Be able to demonstrate having undertaken continuous professional development	✓	
8	Excellent interpersonal skills and proven ability to work in a team	✓	
9	A commitment to improvement and raising levels of student success	✓	
10	Be able to demonstrate the implementation of ILT strategies to support learning		✓

	Experience		
11	Be able to demonstrate having undertaken continuous professional development	✓	
12	Extensive Gas and plumbing experience is required with experience 'on the tools'.	✓	

Role Context

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
 - Safeguarding Children and Safer Recruitment in Education, including Prevent;
 - Human Resources policies and procedures;
 - Health and Safety policies and procedures;
 - Equality, Diversity and inclusion policies and procedures;
 - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

Additional Information

Hours of Work : **Full-time, 37 hours per week. Permanent.**

Salary : **£32,000 per annum**

Closing Date : **Midnight on Tuesday 27 July 2021**