

### Job Description

<b>Job Title:</b>	<b>NVQ Assessor – Electrical Installation</b>
<b>Reports to:</b>	<b>Head of Curriculum – Construction</b>
<b>Hours</b>	<b>Sessional hours – 12 month Fixed Term Contract</b>
<b>Salary</b>	<b>£13.86 per hour (inclusive of holiday pay)</b>

**Job Ref – GBM073**

**Main purpose and scope of the post:**

**Are you an experienced electrician?**

**Do you hold a current NVQ Level 3 in Electrical Installation or equivalent?**

**Do you have your assessors award?**

**Would you embrace the opportunity to train/support others?**

We are seeking to appoint a qualified NVQ Assessor for Electrical Installation to recruit and assess learners for our Apprenticeship programmes. The role involves recruitment of workplace learners, including initial advice and guidance, assessment training and internal verification of learners on NVQ's in the workplace.

We are looking to recruit **a qualified Assessor**, the applicant must have industry experience and a full level 3 qualification in Electrical Installation (equivalent to a Level 3 NVQ Diploma or NVQ3) and significant relevant work experience.

The successful candidate will have substantial recent experience gained within Electrical Installation. You must have a passion for high standards, combined with excellent communication skills and good time management, as effective planning of your workload is an essential part of your learner's success. You must be comfortable working alone and also as part of a team.

#### **Responsibilities:**

The post holder will be accountable for the below list of accountabilities. This list is not exhaustive and may vary from time to time in order that the accountabilities may be met. Such changes are a common occurrence and cannot of themselves justify a regrading of the post.

- A. Assessing the NVQ element of learners based in the work place as part of their Apprenticeship framework**

1. Support the recruitment of workplace learners including initial advice and guidance, skills scans, basic skills testing, completion of contractual paperwork and Health and Safety vets.
2. To undertake assessment, training and internal quality assurance of learners on NVQs in the workplace.
3. To maintain a caseload of learners. Caseload will be agreed by the line manager and will vary according to balance of NVQ/Apprentices.
4. Identification of current competence of individuals and undertaking all necessary work to agree assessment plan and assist learners with preparation and evidence for assessments.
5. Preparation of assessment and training materials for scheduled assessments.
6. Regularly visit learners to monitor and review progress to ensure timely success.
7. Complete all recruitment, assessment/verification and accreditation paperwork within a set timescale.

#### **B. Success rates for Electrical work based learners**

1. Maintain customer relations with existing employer/learners and build new employer links.
2. Carry out regular reporting to the Head of Construction about recruitment, progress of learners and achievements.

#### **C. To maintain a case load of learners.**

1. Organise regular review meetings with learners and employers in the workplace.
2. Administer paperwork and keep accurate records.
3. Provide regular reports to include learner participation, starts, success rates and potential new starts.
4. Proactive quality improvement in your areas of responsibility.
5. Training and development directly relevant to your professional role.
6. Active participation in EQA visits and Ofsted inspections including any administration tasks.

#### **D. Complying with College wide policies and procedures**

1. Participate in College probationary review and appraisal processes, agree objectives with the line manager and ensure they are achieved.
2. Comply with the College's health and safety policy.
3. Work to promote and contribute to the College's Equal Opportunities Policy.
4. Apply the College's safeguarding policy and practices.
5. Comply with the College's procedures in relation to the requirements of the Data Protection Act.
6. Undertake such other duties as may be reasonably required.
7. Complying with College wide policies and procedures

#### **NOTES:**

##### **Safeguarding Children and Vulnerable Adults**

The College has a statutory and moral duty to ensure that it operates with a view to safeguarding and promoting the welfare of children and young people studying at the College. The post holder will be required to commit to the College child protection policy and promote a safe environment for children and young people learning within the College. All posts are subject to enhanced Disclosure Barring Services check, however, having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.

##### **Equal Opportunities and Diversity**

All employees of City College Brighton & Hove are required to promote equality and diversity in all aspects of the job. Specifically, the job holder will be required to support the College to meet the General Equality Duty under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are: Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

## **Health and Safety**

It is the responsibility of all employees to co-operate with the College management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staff must carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the College changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, the College reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from College strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the Equality Act 2010) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

## Person Specification

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The following is a list of the experience, knowledge/skills and qualities, which the College requires in the post of NVQ Assessor – Electrical Installation. This list is not exhaustive. It is a requirement of all our staff that they share and actively engage with the vision that the College will be exceptional.

### Experience

#### Essential:

- Significant professional and technical expertise and knowledge within the subject field.

### Qualifications

#### Essential:

- Relevant professional/occupational qualification equivalent to a Level 3 NVQ Diploma or NVQ Level 3 in Electrical Installation or equivalent.
- Assessors award – A1, TAQA or equivalent.
- Minimum Level 2 qualifications in literacy and numeracy

#### Desirable:

- Teaching qualification CertEd, DTLLS or equivalent

### Knowledge/understanding/skills/abilities

#### Essential:

- Effective communication skills both written and verbal
- Excellent team working skills
- A commitment to equality of opportunity

#### Desirable:

- Knowledge of functional skills at level 1 and 2 in Literacy and Numeracy
- Knowledge of social and cultural diversity and its effect on learning.

## **Qualities**

- Demonstrable experience of commitment to child protection, safeguarding and the promotion of a safe environment for children and young people to learn in
- Demonstrable commitment to the College's support and promotion of equality and diversity in all aspects of working life
- To aspire to the College's Mission and Values