

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

POST OUTLINE:

The post holder will be a member of a team who will be responsible for the delivery of quality training programmes to students.

Post Reports To: Head of Department

Key Accountabilities:

- Conducting practical assessments of Learners in accordance with the requirements of the awarding body.
- Monitoring/tracking learners progress with regard to practical competencies.
- Assessment of the underpinning knowledge requirements of the qualification, within the work place.
- Carrying out the administration for the above, maintaining accurate reports and documentation.
- Attending meetings as required by the scheme IV, EV or curriculum manager.
- Assess students at induction and identify any basic skills need.
- Maintain the highest standard of confidentiality at all times and deal empathetically with all candidates and employers.
- Internal verification of portfolios etc required.

Personal Competencies (Accountable at Level 1 – please refer to ESC Competency Framework):**Core Competencies**

- **Valuing Equality and Diversity**
- **Working with People;** Team Working, Communication
- **Results Focus;** Drive to Achieve Excellence, Technical Skills & Professionalism
- **Focus on Delivery;** Organisational Awareness, Customer/Student Focus
- **Self Motivation;** Adaptability & Flexibility, Accountability

Key Relationships:

The postholder will need to form effective and co-operative working relationships, in particular with:

- Head of Division
- Lecturers
- Employer Services team
- Students
- Local Employers

Expectations of the Post Holder:

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College's annual planning and staff performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices.
2. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
3. Be committed to professional self-development, through participation in the College continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
4. Comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
5. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
6. Support cross college events such as Open Evenings and Enrolment sessions when required
7. Adhere to all College procedures as detailed in the Employee Handbook
8. At all times seek to serve the best interests of the College
9. To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.