

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.

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

QUALIFICATIONS

Highlights the qualifications expected of jobholder

East Surrey College has joined the 'Skills Pledge' and we are committed to supporting all staff in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Maths & English GCSE / NVQ Level 2 (or willing to obtain)	✓	
Qualified to Level 3 in specialised vocational area	✓	
Assessor Qualification	✓	
Verifier Qualification	✓	
Full clean driving license, own transport and willingness to use own transport for work purposes	✓	

KNOWLEDGE & EXPERIENCE

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Knowledge/experience of current developments in the FE/Adult curriculum		✓
Understanding of issues in teaching and learning in FE	✓	
Knowledge of relevant subject curriculum	✓	
Proven experience of working within a vocational area	✓	
Understanding of the importance of meeting funding deadlines	✓	
Evidence of good administrative skills	✓	
Skills in working to systems and procedures	✓	
Able to deal with a flexible pattern of work	✓	

COMPETENCIES – refer to ESC Competency Framework and Job Description

Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	1
Working with People (Team Working, Communication)	1
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	1
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	1
Self Motivation (Adaptability & Flexibility, Accountability)	1
Performance Management	N/A
Resource Management	N/A
Developing Partnerships	N/A
Inspirational Leadership that focus' on the future	N/A