

City College Plymouth

Faculty of Engineering & ICT



JOB DESCRIPTION

POST TITLE : **Instructor/Assessor in Fabrication and Welding Skills**

GRADE : **Lecturer (Spine Points 19-28)**

DATE : **November 2011**

REPORTS TO : **Programme Area Manager and Section Leader**

Job Purpose:

To deliver and assess all forms of practical and academic study, maintaining standards expected by award making bodies, industry and students; to develop appropriate teaching 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.

Accountabilities

1. Deliver academic curricula and practical training programmes to students taking account of other inputs from the teaching team, using appropriate teaching techniques to ensure high standards and low student turnover, and to act as personal tutor to students.
2. Prepare teaching materials, practical exercises, and assessments in line with the syllabus and in conjunction with others, and assist in the section's development of programmes.
3. Support and contribute to the planning and delivery of Key Skills, Functional Skills, PLTS and ERR as appropriate.
4. Set and mark programme work, examinations and assessments.
5. Attend and take an active part in programme team meetings.
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 Section Leader and the teaching team, thereby supporting the marketing of the Section's work; assist in the recruitment, selection and induction of students.
8. Prepare student reports as required by programme organisers and external administrators.

9. Maintain student welfare and discipline, providing guidance and counselling when required, including liaison with parents and other sponsors.
10. Carry out assessment of candidates across the range on NVQ programmes.
11. Undertake internal verification in line with Awarding Body and College requirements.
12. Assist with the recruitment and selection of learners.
13. Liaise with technicians to ensure the appropriate provision of materials.
14. Maintain student registers and absence reports in line with departmental requirements and comply with other administrative procedures and College regulations.
15. Develop external contacts to maintain knowledge of industry practice, providing technical advice if appropriate.
16. Liaise with Student Services and other sections to progress expertise in student assessment, welfare, attendance, counselling and discipline; contribute to the development of extra curricular life.
17. Liaise with employers, training providers, trade associations, parents and other bodies on student vocational and curriculum issues, developing appropriate two-way communication.
18. 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.

Health and Safety

The Health and Safety responsibilities associated with your post are as set out in the Organisational Arrangements appended to the Corporation's Health and Safety Policy Statement, and you are required to undertake, at the College's expense, any training necessary or appropriate for the effective discharge of those responsibilities.

Equality and Diversity

All employees are required to work in a non-discriminatory manner, and accept responsibility for the implementation of the College's Equality and Diversity policy, throughout all personal contacts in the College and within your own area of responsibility.

Safeguarding Children and Safer Recruitment in Education

City College Plymouth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In addition to candidates' ability to perform the duties of the post, selection events will also explore issues relating to safeguarding and promoting the welfare of children including: motivation to work with children and young people; ability to form and maintain appropriate relationships and personal boundaries with children and young people; emotional resilience in working challenging behaviours; and attitudes to use of authority and maintaining discipline.

N.B. This job description is current as at the date shown above although it is not an exhaustive list. In consultation with you, it is liable to variation to reflect the changes in the job.

Person Specification

	Essential	Desirable
<u>Qualifications</u> <ul style="list-style-type: none"> • An appropriate City and Guilds Welding Fabrication qualification, at level 3, <i>or equivalent</i> • Relevant Assessor Awards, or willing to undertake this training during your first year • An Internal Verifier Award. 	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	*
<u>Experience</u> <ul style="list-style-type: none"> • Have been a time served apprentice, post apprenticeship experience of Welding/Fabrication Engineering • Some previous teaching experience • Previous experience of assessing NVQs 	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	*
<u>Skills</u> <ul style="list-style-type: none"> • Understand the assessment techniques used in the workplace to assess NVQ's • IT literacy would be an advantage • A current full driving license 	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	*
<u>Personal Qualities</u> <ul style="list-style-type: none"> • Able to communicate effectively at all levels. • Enthusiastic and flexible in their approach to work. 	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	

ADDITIONAL INFORMATION

Hours of Work: Full-time

Salary Range: £20,164 to £25,871

Interview Date: Monday 5th March

Completed applications should be returned to

**Human Resources
City College Plymouth
Kings Road
Devonport
Plymouth
Devon
PL1 5QG**

by Wednesday 8th February