

LINCOLN COLLEGE JOB DESCRIPTION

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| Post Title: | Instructor/Assessor in Fire & Security Systems | Post Number: | LC0443P |
| Daily Supervision: | Training and Skills Lead: Engineering | Grade: | LC Support Scale 6 |
| Department: | Employer Provision | Last Updated: | April 2025 |

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To deliver training, assessment and conduct regular reviews with fire and security apprentices on apprenticeship at their place of work, and at college.

To regularly keep employers informed of apprentice progress throughout the apprenticeship journey.

To provide appropriate information, advice and support to all parties involved in these apprenticeships.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To deliver training, plan and conduct on site work-based assessments and reviews in line with college and awarding body organisation procedures.
2. To support student learning through training, observation, assessment, instruction, guidance and other appropriate means.
3. To plan, develop and deliver a wide range of Teaching, Learning and Assessment strategies to support apprentice / learner in knowledge, skills and behaviours.
4. To undertake relevant workshops and inductions.
5. To be actively involved in all aspects of student recruitment.
6. To provide appropriate guidance to learners when selecting courses both initially and as progression.
7. To be responsible for the supervision, tuition, review, assessment and internal verification of learner performance, according to the requirements of the programme.
8. To complete and maintain student records, portfolios and other paperwork connected to learner programmes and apprenticeship frameworks in line with college and awarding organisation procedures
9. To undertake relevant professional development to stay abreast of changes to curriculum and so maintain professional standards and expertise.
10. To maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
11. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
12. To develop and maintain quality standards appropriate to the post.
13. To maintain professional standards and expertise by undertaking relevant professional development.
14. To conform with the Health & Safety requirements to the post.
15. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

| | Knowledge | PSM |
|---|---|-----|
| 1 | Possess a C&G 6502 Level 3 Award in Education and Training (previously PTLLS) or equivalent qualification, or the ability and willingness to obtain this within 2 years (4 years for fractional posts) of commencing employment | A/I |
| 2 | Level 3 qualification in Fire or Security System pathways | A/I |
| 3 | Assessor and Verifier Award | A/I |
| 4 | GCSE (or equivalent) in English and Maths at grade C or above | A/I |

| | Skills/Abilities – Interpersonal | PSM |
|---|---|-------|
| 5 | The ability to work in a non-discriminatory manner | A/I/T |
| 6 | The ability to respond to the individual learning needs of customers | A/I/T |
| 7 | The ability to support students undertaking Fire and Security qualifications in a flexible environment. | A/I/T |
| 8 | The ability to instruct students in practical and theoretical activities. | A/I/T |
| 9 | The ability to carry out on-site assessment | A/I |

| | Experience | PSM |
|----|---|-----|
| 10 | Recent industrial experience within the industry | A/I |
| 11 | Experience of preparation, delivery of training and work-based assessment of Security systems and apprenticeships | A/I |

| | Work Related Circumstances | PSM |
|----|---|-----|
| 12 | The ability and willingness to undertake relevant staff development | A/I |

| | Skills/Abilities - Other | PSM |
|----|---|-------|
| 13 | Appropriate level of IT skills to undertake relevant duties, i.e. Word and PowerPoint or the willingness and ability to undertake relevant training | A/I/T |
| 14 | Responsibility for the safeguarding and promoting the welfare of children wherever applicable | A/I |
| 15 | Ability to travel between sites and employer bases | A/I |

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| Prepared By: | Emma Innesbeer - Head of Apprenticeships and Work Place Learning |
| Date: | September 2021 |

| Proposed Selection Method Key (PSM) | | |
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| A = Application | I = Interview | T = Test |

