

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Instructor/Assessor in Adult Care	<b>Post Number:</b>	LC0532P
<b>Daily Supervision:</b>	Curriculum Lead	<b>Grade:</b>	LC Support Scale 5/6
<b>Department:</b>	Apprenticeships and Adult Education	<b>Last Updated:</b>	October 2024

### Our Purpose:

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

### Our Mindset:



### Job Purpose:

To assess and deliver vocational skills and underpinning knowledge to learners undertaking Adult Care Apprenticeships and qualifications within a work-based and classroom-based learning environment.



## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Follow the administrative and assessment procedures as required by the College and awarding organisations.
2. Instruct and assess Adult Care qualifications from level 2 to level 5, including assessing competence against National Occupational Standards for all related qualifications, (primarily within a working environment normally in the learner's workplace) and provide robust feedback, demonstrating a clear understanding of minimum requirements for competence.
3. Deliver and assess relevant underpinning knowledge sessions, including workshops, and support learners in the provision of evidence to meet the requirements of all related qualifications.
4. Deliver initial advice, guidance and induction as determined by Lincoln College and awarding organisations.
5. Provide guidance and support to assist learners to produce e-portfolios for Apprenticeships, functional skills and other related qualifications.
6. Maximise success rates and support positive destinations by maintaining regular contact with learners, their employers (where appropriate) and the course team.
7. Liaise professionally with customers, assessors, internal quality assurers, external quality assurers, College staff and other related professionals.
8. Provide a level of service as necessitated in a business and customer service environment which may require the flexibility to work unsociable hours.
9. Attend and contribute effectively to relevant course team, standardisation and full team meetings to maintain and update own knowledge and skills.
10. Maintain professional standards and undertake relevant professional development in order to assure ongoing compliance with relevant awarding organisation qualification criteria.
11. Contribute to the maintenance and development of both tuition and programme management materials relevant to the areas of delivery.
12. Participate in marketing activities relating to the role.
13. Accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts associated with the College and within this area of responsibility.
14. Take part, where necessary, in appeals procedures.
15. Maintain quality standards appropriate to the post. Ensure learners are prepared for working in their chosen profession.
16. Conform with the Health and Safety requirements relevant to the post.
17. Be responsible for safeguarding and promoting the welfare of children wherever applicable within this role.
18. Participate in any cross-College working groups that may be established.

**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.**



<b>Knowledge</b>		<b>PSM</b>
1	Occupationally competent and qualified in Adult Care to a minimum of Level 5	A
2	Level 3 Certificate in Assessing Vocational Achievement	A
3	Level 4 Certificate in Education and Training (or equivalent)	A
4	Knowledge of apprenticeships, industry and training requirements.	A/I
5	Information, advice and guidance qualification	A

<b>Skills/Abilities – Interpersonal</b>		<b>PSM</b>
6	Good communication (oral and written) and negotiation skills	A/I
7	Ability to work with and provide services for a range of people i.e. learners, employers, tutors, parents, careers staff	A/I
8	Ability to carry out promotional activities and client liaison	A/I/
9	Ability to give guidance and support to young people	A/I
10	Ability to work in a team	A/I
11	Ability to work in a non-discriminatory manner	A/I

<b>Experience</b>		<b>PSM</b>
11	Experience of working with young people, particularly in Apprenticeship training	A/I
12	Experience of working in Adult Care settings	A/I
13	Experience and ability of organising and dealing with administration associated with training programmes	A/I

<b>Work Related Circumstances</b>		<b>PSM</b>
14	Ability to drive and hold a current driving licence as this role entails a large amount of travel to rural locations across a large geographical area	A/I
15	Ability and willingness to work on employers’ premises	A/I

<b>Skills/Abilities - Other</b>		<b>PSM</b>
16	Ability and willingness to work flexible hours, as necessary to the job	A/I
17	Ability and willingness to undertake relevant staff development	A/I
18	Ability to present a professional image	A/I
19	Appropriate computer literacy to undertake duties e.g. PowerPoint, Email and Internet.	A/I

<b>Prepared By:</b>	Darren Cutler
<b>Date:</b>	October 2024

<b>Proposed Selection Method Key (PSM)</b>		
A = Application	I = Interview	T = Test

