

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Instructor/Assessor in Leadership and Management	<b>Post Number:</b>	LC0580P
<b>Daily Supervision:</b>	Curriculum Lead – EP Business & EP Care Services	<b>Grade:</b>	LC Support Scale 6
<b>Department:</b>	Apprenticeships and Pathways	<b>Last Updated:</b>	September 2024

### Our Purpose:

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

### Our Mindset:



### Job Purpose:

To provide the highest quality educational experience in leadership and management, using vocational knowledge and experience to deliver teaching, learning and assessment that inspires students and prepares them for progression to employment in the sector, progression within the workplace, or on to Higher Education. To contribute to the development of the curriculum in line with local, regional and national needs and contribute to the positioning of these courses as the premier local choice for our learners. The post is based at Lincoln but may involve teaching at other centres.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To contribute to delivering learning, assessment and teaching to leadership and management apprentices.
2. Instruct and assess apprentices within the vocational areas above 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. To contribute to the development of specialist disciplines, helping to maximise success rates and raise recruitment.
4. To promote the development of English and maths skills within programmes of study.
5. To carry out the role of a course tutor as required
6. To contribute to the development of new programmes.
7. To liaise with awarding bodies and external examiners/verifiers.
8. To contribute to industry engagement and the development of work-related learning experiences.
9. To assist with the operational and commercial development of the curriculum area.
10. To liaise with schools, parents, universities and/or employers as appropriate, to optimise student progression
11. To contribute to the process of programme marketing and the recruitment and selection of students
12. To contribute to the student enrichment programme
13. To participate in any cross-college/working party groups as from time to time may be established
14. To accept responsibility for the implementation of the College's Equality and Diversity policy throughout all personal contacts in the College and within this area of responsibility
15. To maintain professional standards and expertise by undertaking relevant professional development
16. To maintain quality standards appropriate to the post
17. To conform with the Health and Safety requirements relevant to the post
18. To be responsible for 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.**



<b>Knowledge</b>		<b>PSM</b>
1	Occupationally competent and qualified in relevant disciplines to a minimum of L6 in Management	A/I
2	Possession of a Level 3 Award in Education and Training (previously PTLLS) or equivalent professional teaching qualification, or the ability and willingness to obtain this within 2 years (4 years for fractional posts) of commencing employment	A/I
3	Knowledge of apprenticeships, industry and training requirements.	A/I
4	Health & Safety certificate (desirable)	A/I
5	Information, advice and guidance qualification (desirable)	A/I

<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/T
8	Ability to carry out promotional activities and client liaison	A/I/T
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>
12	Experience of working with young people, particularly in Apprenticeship training	A/I
13	Experience of ensuring basic health and safety requirements	A/I
14	Experience and ability of organising and dealing with administration associated with training programmes	A/I

<b>Work Related Circumstances</b>		<b>PSM</b>
15	Ability to travel to other sites and geographical locations (a full driving licence is recommended)	A/I
16	Ability and willingness to work on employers' premises	A/I

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

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

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

