

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Instructor/Assessor in Electrical Installations	<b>Post Number:</b>	LC1277P
<b>Daily Supervision:</b>	Curriculum Lead – Engineering Apprenticeships	<b>Grade:</b>	Support Scale 5-6
<b>Department:</b>	ASI and Engineering	<b>Last Updated:</b>	May 2024

### Our Purpose:

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

### Our Mindset:



### Job Purpose:

To work alongside our wider specialist curriculum delivery teams to provide training and assessment of apprentices. The role is required to guide and support the progression of learners to successful End Point Assessment (EPA). You will also contribute to the ongoing development of our training content to ensure we are providing high quality education and training and making people exceptionally prepared for work, meeting our own commitment to be the apprenticeship provider of choice locally and nationally.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To support learners through the apprenticeship learner journey from induction to End Point Assessment (EPA) to ensure a positive destination into employment, self-employment, promotion or further or higher education.
2. To provide training, coaching and assessment of apprentices in electrical installations apprenticeship programmes at Levels 2-3, including facilitation of bootcamps and mock EPA's.
3. To work with learners and employers to develop personalised learning plans, to equip them with the skills, knowledge and behaviours facilitating positive progress towards their long-term aspirations.
4. To help raise expectations and aspirations of our learners, to enthuse, motivate and create ownership of their own learning.
5. To support the learners to develop Functional Skills to the level required.
6. To liaise with employers, including visiting the workplace as directed to complete progress reviews and documentation, documents, assessment visits or support sessions.
7. To manage a caseload of apprentices and assist in the maintenance of learner recording systems including tracking.
8. To assist in the development of apprenticeship programmes and associated learning materials.
9. To liaise with the Curriculum Lead and the Quality team to prepare for, and participate in, external quality assurance visits from awarding organisations.
10. To maintain learning, assessment and training quality through critical self-reflection and collegial activity.
11. To support the delivery of apprenticeship training and/or assessment to achieve qualitative and quantitative targets.
12. To undertake electrical installations workshops and inductions as required.
13. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
14. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
15. To maintain quality standards appropriate to the post.
16. To conform with the Health and Safety requirements relevant to the post.
17. 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	Level 3 Award in Assessing Competence in the Workplace (or equivalent)	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	Specialist qualification(s) in Electrical Installations at Level 3 and equivalent to the industry apprenticeship standard.	A/I
4	GCSE English and maths at Grade A-C/Grade 7-4 (or equivalent)	A/I
5	IQA qualification and experience of Lead IQA (desirable)	A/I

	Skills/Abilities – Interpersonal	PSM
6	Proven ability to work within a team and independently	A/I
7	Good interpersonal skills with the ability to communicate with colleagues, learners and their employers and to respond to individual needs	A/I
8	Proven ability to work in a non-discriminatory manner	A/I
9	The ability to respond to the individual learning needs of customers and provide a high level of customer care	A/I
10	Proven ability to motivate and assist learners to work towards successful completion of their qualification and achieve a positive destination	A/I

	Experience	PSM
11	Recent industrial experience in Electrical Installations working as an electrician	A/I
12	Thorough knowledge and understanding of apprenticeship standards and procedures and workplace assessment of competence against national standards	A/I

	Work Related Circumstances	PSM
13	Proven ability to plan, deliver and assess underpinning knowledge to learners of different abilities	A/I
14	Proven ability to interpret occupational standards against actual work experience, skills and knowledge	A/I
15	Good written and verbal communication skills to liaise with learners and employers, maintain accurate records, complete reviews and provide constructive feedback	A/I
16	Proven ability to promote the development of functional skills in the workplace and assess competence in this area	A/I
17	Willingness to undertake relevant staff development	A/I
18	Ability and willingness to travel to various geographical locations	A/I

	Skills/Abilities - Other	PSM
19	Good written and verbal communication skills, to maintain accurate records and complete reviews and reports	A/I
20	Appropriate level of IT skills to undertake relevant duties	A/I
21	Proven ability and willingness to work flexibly to accommodate the demands of employers and students	A/I

<b>Prepared By:</b>	Assistant Principal ASI and Engineering
<b>Date:</b>	May 2024

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