

## **LEEDS COLLEGE OF BUILDING**

### **JOB DESCRIPTION**

**POST: ASSESSOR**

**RESPONSIBLE TO: Curriculum Manager**

**RESPONSIBLE FOR:**

#### Main purpose of the post:

To undertake assessment and training as directed together with the various duties associated with that role.

#### Responsibilities:

- 1 To be responsible to the Faculty Director/Assistant Faculty Director for a specific mode of study or group of learners
- 2 To prepare and carry out training/assessment duties which meet the requirements of the qualification criteria, training programme and assessment procedure for the candidates allocated.
- 3 To prepare and administer assessments relevant to the qualifications.
- 4 To prepare and maintain all candidate records and reports, including notification of achievement.
- 5 To observe and ensure observation of safety regulations.
- 6 To participate in the internal verification, monitoring, review and evaluation of the programmes in line with the College quality procedures.
- 7 To be responsible for the administrative arrangements in relation to enrolments.
- 8 To undertake curriculum development activities and to participate on the staff development programme as required.
- 9 To participate in marketing activities of the College as required.
- 10 To be aware of and abide by the College health and safety procedures and associated policies.
- 11 To proactively implement the College's policies and procedures.
- 12 To carry out such other duties as the Principal may from time to time reasonably direct.

**This job description will be reviewed annually as part of a process of appraisal.**

**Please Note:**

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

<b>Date: November 2011</b>	<b>Signature:</b>
<b>Issue No: 1</b>	<b>Ref: Jobdesc/Assessor</b>

**LEEDS COLLEGE OF BUILDING  
PERSONNEL SPECIFICATION**

**POST: ELECTRICAL ASSESSOR**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
RELEVANT EXPERIENCE	Relevant industrial experience in Electrical Installation Experience of working in a Assessor/training capacity		Application Form & Interview
EDUCATION & TRAINING	NVQ Level 3 or equivalent in Electrical Installation Willingness to achieve or possession of a teaching qualification and assessor units* Willingness to achieve or possession of GCSE English & Maths (A*- C) or equivalent Level 2 qualification* <i>*support will be provided by the College to achieve these qualifications for those applicants that don't already possess them</i>	Certificates for any additional Electrical Short Courses attended	Application Form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent communication skills Ability to contribute to curriculum developments	Extensive knowledge of developments in Electrical Installation Good IT skills Good organisational skills	Application Form & Interview
ADDITIONAL FACTORS	Self-motivation to contribute to the development of the Electrical Area Flexibility to work across all College sites Commitment to customer care Full driving licence & use of own vehicle The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.		Application Form & Interview

*Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*