

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

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

Date:	Signature:
Issue No: 1	Ref: Jobdesc/Assessor

LEEDS COLLEGE OF BUILDING

PERSONNEL SPECIFICATION

POST: PLUMBING ASSESSOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant industrial experience in Plumbing sector	Experience of working in a teaching/training capacity	Application Form & Interview
EDUCATION & TRAINING	<p>NVQ Level 3 in Plumbing or an equivalent MES related NVQ/SVQ</p> <p>ACS qualifications</p> <p>Willingness to achieve or possession of a teaching qualification and assessor units</p> <p>Willingness to achieve or possession of GCSE English & Maths (A*- C) or equivalent Level 2 qualification</p> <p><i>support will be provided by the College to achieve these qualifications for those applicants that don't already possess them</i></p>	<p>Certificates for any additional Plumbing Short Courses attended.</p> <p>Any qualifications in :</p> <ul style="list-style-type: none"> • Environmental technologies such as: <ul style="list-style-type: none"> ○ Heat pumps ○ Solar Thermal • Oil • Solid Fuel <p>ACS Qualification CCN1, CENWAT, MET1</p>	Application Form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	<p>Excellent communication skills</p> <p>Ability to contribute to curriculum developments</p>	<p>Extensive knowledge of developments in Plumbing</p> <p>Good IT skills</p> <p>Good organisational skills</p>	Application Form & Interview
ADDITIONAL FACTORS	<p>Self-motivation to contribute to the development of the Plumbing Area</p>		Application Form & Interview

	<p>Flexibility to work across all College sites Commitment to customer care 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. Full driving licence & use of own vehicle</p>		
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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.