

**HARTLEPOOL COLLEGE OF FURTHER EDUCATION
JOB DESCRIPTION**

POST TITLE	-	Instructor/Assessor - Plumbing
REPORTING TO	-	Head of School
SALARY	-	HPS [points 21 – 27] £22,194 - £26,478
HOURS	-	37 Hours
HOLIDAYS	-	Inc. in hourly rate

THE SPECIFIC NATURE OF THE ROLE

The post-holder will be responsible and accountable for the delivery of effective instruction and the supervision of learners and apprentices working to national occupation standards. This will include demonstrating the correct and safe use of equipment, supervising groups of learners, assessing competence in practical skills. The post-holder will be responsible and accountable for ensuring effective house-keeping in the related area(s) to 5S standards, including the maintenance of a safe working environment. The post-holder is expected to be an excellent team player and embrace the College's RESPECT values.

MAIN DUTIES AND RESPONSIBILITIES

- Deliver good or better learning and assessment which focuses on individual learners' needs.
- Provide instruction to the specified standards and providing feedback to students regarding their progress
- Assess candidates to nationally recognised qualification levels in the subject area
- Ensure the work area is 'set-up' and 'cleared away' at the start and end of each working day – promoting the principles of exemplar (5S) housekeeping to students
- Participate in good practice dissemination events and embed good and innovative practice in classes to enhance the learning experience of students
- Participate in the coaching and mentorship of students engaged with skills competitions
- Contribute to marketing activities to increase the customer base
- Support all learners to assist them towards successful completion of their relevant programme within agreed timescales
- Attend and contribute to team/School meetings as required to support curriculum operations
- Contribute to course team target setting, review and pastoral reporting (including UTS)
- Maintain up to date knowledge of those subjects delivered and undertaking recording of continuous professional development activities
- Attend and contribute to team/School meetings as required as well as School and College student recruitment activities such as Open Days
- Embrace the College's RESPECT values and values associated with new ways of working
- Promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees commensurate with the grade of the post
- Promote and maintain a commitment to a transparent safeguarding culture.

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PERSON SPECIFICATION

POST TITLE

Instructor/Assessor - Plumbing

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1 – An initial teacher training qualification or willing to work towards within an agreed timescale e.g. the L3 Award in Education and Training	E	i
2 – Assessor qualification (for example A Award or D32/D33) or willing to work towards – within an agreed timescale	E	i
3 - Level 3 vocational qualification in a relevant discipline	E	i
4 - Demonstrable industry experience and knowledge of the sector	E	i, ii and iii
5 - Demonstrable track record of delivering good or better instruction in a relevant discipline	E	ii and iii
6 - Good IT skills to support both administration duties and to enhance instruction practice	E	i and iii
7 - Strong organisational skills to manage diverse and conflicting priorities proactively	E	i and iii
8 - Exemplary oral and written communication skills	E	i, ii and iii
9 – Verification qualification (for example V Award or D34)	D	i
10 – Ability to maintain and promote a practical working environment that is consistent with the College's drive for excellence by incorporating the principles of 5S or similar standards	E	ii and iii
11 – Commitment to the safeguarding and promotion of the welfare of children, young people and vulnerable adults within the College	E	i, ii and iii

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview

Approved

Principal

Head of School

Post Holder

Date