

## **HARTLEPOOL COLLEGE OF FURTHER EDUCATION**

An Equal Opportunities Employer

### **Instructor/Assessor – Engineering**

Hartlepool College of Further Education seeks to appoint an enthusiastic and proactive Instructor/Assessor. Ofsted (2017) recently judged the College as being 'good' and now it turns its attention to becoming outstanding. This exciting opportunity offers an enthusiastic, ambitious and committed individual the chance to join this forward-looking college as it embraces change and strives to become an outstanding further education college.

Salary £22,194 - £26,478 per annum

For full details and application forms please go to [www.hartlepoolfe.ac.uk/jobvacancies](http://www.hartlepoolfe.ac.uk/jobvacancies) or contact Human Resources on 01429 404026.

**Completed application forms must be returned by 09:00 on Friday 15 February 2019.**

This appointment will be subject to pre-employment checks including references and an Enhanced Disclosure and Barring Service check.

## **HARTLEPOOL COLLEGE OF FURTHER EDUCATION**

Hartlepool College is a medium-sized institution with an annual enrolment of approximately 8000 students. The college is organised into seven academic delivery schools.

### **The Schools are:**

Construction and the Built Environment

Engineering

English and Mathematics

Fabrication, Welding and Automotive

Health, Care and Education

Professional Creative Studies

Service Industries

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

### JOB DESCRIPTION

<b>POST TITLE</b>	-	Instructor/ Assessor – Engineering
<b>REPORTING TO</b>	-	Head of Apprenticeships / Employer Services
<b>SALARY</b>	-	£22,194 - £26,478 per annum
<b>HOURS</b>	-	37 hours per week
<b>HOLIDAYS</b>	-	29 days plus bank holidays

### MAIN DUTIES AND RESPONSIBILITIES

- Carrying out assessments in the workplace
- Delivering underpinning knowledge and understanding for vocational qualifications
- Assessing and tracking learners' progress against range, unit/module and qualification achievement
- Deliver workshops as required and assist with portfolio completion
- Planning and implementing assessment/training plans in order that learners achieve qualifications
- Conducting progress reviews with learners and ensuring that follow-up action is taken to address areas of concern
- Providing support and guidance to learners
- Preparation of learning resources and learner assessment materials
- Administration duties, for example maintaining learner records
- Participating in divisional and team meetings
- To support and develop ICT, ILT and the VLE in the workplace
- Actively engage with employers to establish new placements with potential for apprenticeship opportunities and commercial work
- Engage in personal and professional development
- Work as a responsive team member in the sector and the school as a whole
- Uphold the values espoused in the College's RESPECT agenda
- 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
- To perform such duties consistent with the position as may be required by the Principal from time to time.

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### PERSON SPECIFICATION

POST TITLE - Instructor/ Assessor – Engineering

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

Criteria	Essential (E) or Desirable (D)	Where assessed
1 - Holds a NVQ Level 3 or equivalent relevant vocational qualification	E	i
2 - Holds or is working towards a teaching certificate	D	i
3 - Holds relevant Assessor qualification	E	i
4 – Holds relevant Verifier qualification	D	i
5 - High level of interpersonal and communication skills	E	ii
6 - Ability to work to a consistently high standard with minimum supervision	E	ii
7 – High standard of communication and IT skills	E	ii
8 - Able to work to tight deadlines and fulfil contract requirements	E	ii
9 - Ability to relate effectively with a wide variety of colleagues and learners, individually and in groups	E	ii

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

ii – interview

Approved \_\_\_\_\_ Principal

\_\_\_\_\_ Head of School

\_\_\_\_\_ Post Holder

\_\_\_\_\_ Date