

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

**An Investor in Diversity**

### **INSTRUCTOR/ASSESSOR IN PLUMBING, HEATING AND VENTILATION**

**[Full-time, Permanent – Support]**

Hartlepool College of Further Education seeks to appoint an enthusiastic and Instructor Assessor in the School of Construction and the Built Environment. The College was recently judged as being 'good' by Ofsted (March 2017) 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 up to £26,478

For full details and application forms please go to [www.hartlepoolfe.ac.uk/job-vacancies](http://www.hartlepoolfe.ac.uk/job-vacancies). Completed application forms must be returned by **09:00am on Friday 22 March 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 ten academic 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

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### JOB DESCRIPTION

<b>POST TITLE</b>	-	Instructor/Assessor in Plumbing, Heating and Ventilation in the school of CBE
<b>REPORTING TO</b>	-	Head of School of CBE
<b>SALARY</b>	-	£22,194 - £26,478
<b>HOURS</b>	-	37 Hours
<b>HOLIDAYS</b>	-	29 Days

#### THE SPECIFIC NATURE OF THE ROLE

To carry out high quality assessments and monitor students' progress in the workplace as well as delivering instruction and teaching to students as required. 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.

#### MAIN DUTIES AND RESPONSIBILITIES

- Manage a caseload of apprentices by carrying out teaching and assessments in the workplace and college, providing ongoing support and guidance.
- Assisting with the allocation of WEX placements for students
- Assessing learners' progress against their individual learning plans and competence using stated criteria in the workshop and work-based environments
- Planning and implementing training plans in order that trainees may achieve NVQs on-site
- Teaching and preparing apprentices for the assessment of functional skills, including registration, booking exams, reporting results and claiming framework
- Conducting progress reviews with learners and ensuring that follow-up action is taken to address areas of concern
- Assist with portfolio completion
- Develop and maintain detailed tracking systems to ensure timely achievement of qualifications relevant to framework or standard, including supporting end assessment and adhering to 20% of the job training
- Recruit apprentices and engage with employers to give advice, guidance and ensure all relevant documentation for sign-ups is complete
- Support with Internal Quality Assurance processes
- Exercise care in the use of equipment and report faults to the appropriate person
- Ensure the work area is 'set-up' and 'cleared away' at the start and end of each working day – promoting the principles of exemplary (5s) housekeeping to students
- Ensure appropriate levels of stock and that the college's purchasing protocols are followed at all times
- 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 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
- Participating in divisional and team meetings
- To support and develop ICT, ILT and the VLE in the workplace
- 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 – Plumbing, Heating and Ventilation in CBE

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 within an agreed timescale	E	i
3 - Holds relevant Assessor qualification	E	i
4 – Holds relevant Verifier qualification	D	i
5 – Minimum level 2 qualification in English and Mathematics (GCSE or equivalent)	E	i
6 - High level of interpersonal and communication	E	I, ii, iii
7 - Ability to work to a consistently high standard with minimum supervision	E	I,ii,iii
8 - High standard of communication and IT Skills	E	I and iii
9 - Able to work to tight deadlines and fulfil contract requirements	E	I and iii
10 - Ability to relate effectively with a wide variety of colleagues and learners, individually and in groups	E	I and iii
11 – full driving licence and access to own vehicle	E	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