

Job Description

Job Title: **Assessor – Scaffolding**

Reports to: TBC

Salary: **£XX-£XXX pa (depending on qualifications and experience)**

Division: London

Location: Based in London with regular travel required throughout the division. Travel will also be required nationally on an adhoc basis.

Hours: **37.5 per week**

Summary of Role:

To effectively plan & manage delivery of programme including lesson plans and schemes of work. Ensure safeguarding of the learners at all stages of their learning journey. Embedding equality, diversity and inclusion.

You will play a key role in the centres' service delivery by working with groups of 20 - 25 learners who are undertaking Apprenticeships in Scaffolding. You will also attend the premises of employers to deliver external training to learners where required and therefore must possess the knowledge and ability to engage with client companies at a senior level. You may liaise with senior members of staff to assist in the development of the course delivery and material.

Achieve and maintain a Grade 2 or above on all observations of teaching and learning.

Use of functional skills throughout the programme as highlighted within the SOW and lesson plans.

Responsible for communicating materials and equipment required for each programme delivered and also to keep a stock take of all materials for the programme responsible for delivering.

Working with the Apprenticeship Lead to prioritise workloads to meet targets and ensure the quality of delivery.

Ensuring Health & Safety by completing up to date Risk Assessments on all programmes and delivery areas.

Main Responsibilities and Duties:

1. To manage and develop your area of delivery, including lesson planning, assessing and marking of programmes.
2. Ensure you are work well within your team and use opportunities for updating and developing your vocational and professional competence. At the same time ensure your commitment to continuous professional development.
3. Ensure you meet the high standards of instruction and care for the learning experience and safeguarding of our learners
4. Maintain close liaison with the various referral agencies to ensure their requirements are met in order to sustain a regular stream of clients
5. To work closely with the Lead IV and the Centre Co-Ordinator to ensure program quality is maintained and any actions from External Verifier visits are carried out immediately, as appropriate.
6. To attend regular standardisation meetings to ensure active input into program/award standards, ensuring consistency in the assessment and verification process, as part of the awarding body requirements.
7. To work with Office Staff keeping central records and candidate tracking up to date and accurate, ensuring a clear audit trail.
8. To contribute towards continuous improvement working closely with the curriculum development team, feeding ideas to the Quality manager.
9. To attend and contribute to team meetings
10. To undertake additional duties as may be assigned as required.

Person Specification

Experience Required:-

Essential

Full understanding of Working at Height related training and hold appropriate trade qualifications.
Advanced Scaffolding qualification.
Extensive experience and occupational competence within the Scaffolding industry.
Assessor qualification (A1, D32, TAQA).
Teaching qualification (PTLLS, CTLLS, DTLLS, PGCE, CertEd).
Supervise, organise, co-ordinate and control all of the Scaffolding courses and training activities.
Planning, organising, controlling and delivering courses where necessary.
Manage the quality of training delivered through observation of teaching and learning.
Review development and training needs through observation and formal performance review.
To ensure the safety and welfare of trainees/staff/visitors.
Good planning, organisational and verbal/written communication skills are essential.

Desirable:

Ability to balance conflicting demands and tight deadlines
Excellent report writing and presentation skills
Effective communication skills
Excellent accuracy and attention to detail
Present self and the organisation professionally to build trust and commitment
Active listener who encourages participation, solutions identification and ownership of decisions
Coaches, supports and develops people and encourages the use of own initiative
Excellent problem solving and decision making skills
Monitors, evaluates and challenges performance
Demonstrates enthusiasm, confidence and pride in others' abilities
Compliance of H&S, Safeguarding and partner college policies & procedures
Recognise and evaluate learner needs

Please note: that if you are selected for appointment you will be required to apply to the Disclosure & Barring Service/Disclosure Scotland/Access Northern Ireland for a disclosure to verify this information. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not automatically bar you from employment but this will depend upon the circumstances and background to the offence(s).

Group Horizon is an Equal Opportunities employer and will not discriminate in any area of employment, or in the provision of its services to the public, and accepts its responsibilities to comply with all relevant legislation including the Sex Discrimination Acts 1975 and 1986, the Equal Pay Act 1970, the Race Relations Act 1976, the Disability Discrimination Act 1995, and the Rehabilitation of Offenders Act 1975.