Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A106
Job Title	Assessor Site Carpentry
Salary	£40.508.07
Contract Type	Permanent
Campus	Gloucester/Cheltenham/Forest of Dean
Department	Employer Training and Apprenticeships
Reporting To	Apprenticeship Manager
Holiday	27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure.

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is looking for an Associate Assessor in Site Carpentry to join our Apprenticeship team at Gloucestershire College. Whether you're an experienced assessor or a skilled carpenter looking to move into teaching, we'll support you to gain your CAVA qualification and help you develop into a confident assessor. This is a great opportunity to share your expertise, support learners in the workplace, and help the next generation of carpenters succeed.

About the Role – Duties and Responsibilities

- Assess apprentices' competence and knowledge against apprenticeship standards, ensuring all evidence meets awarding body requirements.
- Deliver, implement and maintain assessment and internal quality assurance procedures in line with Ofqual's General Conditions of Recognition and College policies.
- Provide clear guidance, support and constructive feedback to learners, embedding maths and English within assessments.
- Motivate and inspire apprentices to achieve their qualifications and reach their full potential.
- Support learners in gathering appropriate evidence and make accurate, consistent assessment decisions.
- Liaise with assessors, internal verifiers, the Apprenticeship Manager and Head of School; attend standardisation and team meetings as required.
- Contribute to learner progress reviews with apprentices and employers.
- Build and maintain effective working relationships with employers, supporting apprenticeship growth and business development.
- Contribute to recruitment, retention, attendance, progress and achievement targets.
- Engage positively with curriculum development, apprenticeship initiatives and bespoke employer training opportunities.
- Participate in student recruitment and promotional activities where required.

- Maintain continuous professional development to meet awarding body and College quality assurance standards. Undertake additional duties as reasonably required by the Apprenticeship Manager.

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

About You

Our Shortlisting Criteria

Essential	– Up to date industry knowledge and experience of Site Carpentry – Hold a minimum of level 3 qualification in Carpentry and Joinery – up to date with fire door regulations with good knowledge and experience of fire door installation – Willingness to complete an assessor qualification (CAVA) – Computer literate – Minimum of Maths and English GCSE grade C / Level 2
Desirable	Experience of training and assessing – Level 3 CAVA qualified – Level 4 IQA – Hold a current Fire Door qualification

The Perfect Person for us will demonstrate

Abilities	– To be well organised and demonstrate a good level of administrative skills.

	– To be able and confident in analysing and evaluate information. – To be able to communicate effectively and clearly – To be able to demonstrate good listening and questioning skills.
Job Circumstances	– Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.