

*We are committed to ensuring all individuals are valued and work in a safe environment, promoting the ethos of Safeguarding and Equality and Diversity in all of our practices. We expect all staff to share this commitment.*

<b>Job Title:</b>	Assessor in Electrical Installations and Maintenance
<b>Grade / Salary:</b>	£37,017.44 - £45,602.59 per annum (depending on qualifications skills and experience)
<b>Hours:</b>	37 hours per week
<b>Department:</b>	Employer Training and Apprenticeships
<b>Work Location:</b>	Gloucester/Cheltenham/Forest of Dean
<b>Responsible To:</b>	Apprenticeship Manager

## 1. Applicant Information

Gloucestershire Professional Services (a subsidiary of Gloucestershire College) is committed to safeguarding children and vulnerable adults and any offer of employment will be subject to a number of conditions.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or any information that would make you unsuitable to work with children. Generally, we are permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This Order sets out the circumstances in which an individual can be asked about spent convictions (but not protected convictions or protected cautions) and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties."

As this role involves engaging in "regulated activity" relevant to children, and in line with our legal obligations, before filling out this application you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In line with KCSIE and having regard to all relevant guidance, there is a requirement for providing satisfactory references and online searches will be conducted for candidates. The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks. The level of check undertaken will be consistently applied across all applicants and may include both social media and a general internet search.

A satisfactory DBS Enhanced Disclosure will also need to be obtained as a requirement of the job.

## 2 Job Profile

Gloucestershire College is recruiting a Work Place Assessor in Installation and Maintenance electrical to join the Apprenticeship team based at Gloucestershire College.

A career with us means much more than just a salary- we know that our people are our greatest asset.

We provide an empowering, values-based environment where we all play a part in inspiring a future generation, working towards an inspirational vision. We are passionate about learning and pride ourselves in developing our staff; we will support you both professionally and personally to develop all the skills necessary to make this your next success.

We value mutual respect and believe that trust, respect and civility bring out the best in people. We also work collaboratively utilising the different knowledge, skills and experiences we each have; we strive to create an environment where everyone can give of their best. Working with committed colleagues, we also offer an attractive benefits package, please click on the benefits link to find out more about the range offered.

We celebrate the fact that our students and staff, our partners and friends, are from different social and ethnic backgrounds, different faiths, sexual orientation and ages.

We are committed to equality, diversity and inclusion and we want our workforce to have an equal gender balance, represent a broad mix of people from minority ethnic backgrounds, LGBTQ+, those with a disability and we would encourage all applicants that identify with this to apply.

In accordance with Keeping Children Safe in Education 2024, we will carry out an online search as part of our due diligence on successful candidates.

The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks.

The level of check undertaken will be consistently applied across all successful applicants and may include both social media and a general internet search.

If you would like to request any further information on this check, please contact [qc.jobs@gloscol.ac.uk](mailto:qc.jobs@gloscol.ac.uk)

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

### 3. Main Duties and Responsibilities

The purpose of this role is to develop and assess learners' performance and/or related knowledge in a range of tasks, and to ensure that the competence and/or knowledge demonstrated meets the requirements of the apprenticeship standards.

You will receive training and support so that you can implement and administer all assessment and internal verification procedures at the College and train and guide learners to develop their skills and abilities with regards to assessment and verification.

- Motivate, inspire and lead learners in the achievement of their qualifications
- Implement and administer all training and assessment and internal verification procedures as laid down by the General Conditions of Recognition from Ofqual
- Support, train and guide learners and develop their personal and professional attitudes, skills and abilities with regard to assessment and verification
- Guide and support learners as to the required evidence for their apprenticeship standard and to make judgments about that evidence
- Assess learners and provide feedback demonstrating a clear understanding of minimum requirements for competence whilst embedding maths and English
- Liaise with other assessors, internal verifiers, Apprenticeship Manager and the Head of School and to attend meetings
- Contribute to learner and employer reviews as required
- Work closely with employers and the sales team to secure new business for the college
- Contribute to the achievement of Centre targets in respect of learner recruitment, attendance, retention, progress and achievement
- Respond positively and actively to curriculum development opportunities and Apprenticeship programme initiatives and bespoke employer training
- Respond positively to any course or enrolment enquiries and to contribute to all aspects of the Centre's publicity and student recruitment programme
- Maintain an on-going programme of personal professional development in order to achieve high standards in line with the requirements of the Awarding Body and the College's Quality Assurance policies and procedures
- Undertake such other duties as the Apprenticeship Manager may reasonably require

## 4. General

- Take an active part in the performance review process.
- Comply with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy.
- Comply with and actively promote the College's Equality and Diversity Policy.
- Comply with and 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.
- 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.

## 5. Values

We have **four core values** that reflect what we are, how we do things and where we want to be. We want to support all staff to:

<b>Be Respectful</b> 	<b>Be Respectful</b> – To be respectful of self, others, property and environment when at college or representing the college.
<b>Be Responsible</b> 	<b>Be Responsible</b> – To take ownership of our behaviours, attitude and personal development.
<b>Be Ambitious</b> 	<b>Be Ambitious</b> – To become the best versions of ourselves.
<b>Be Collaborative</b> 	<b>Be Collaborative</b> – To work as part of a team or teams, to support each other to contribute and celebrate success.

## 6. Person Specification

### Shortlisting Criteria

<b>Essential</b>	<ul style="list-style-type: none"><li>– Up to date industry knowledge and experience of Electrical Installations</li><li>– Hold a minimum of level 3 qualification in Electrical Installations</li><li>– Willingness to complete an assessor qualification (CAVA)</li><li>– Computer literate</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>– Experience of training and assessing</li><li>– Level 4 qualification in Electrical Installations</li><li>– Level 3 CAVA qualified</li><li>– Level 4 IQA</li><li>– Maths and English at Level 2 or equivalent</li></ul>

### Person Specification

<b>Abilities</b>	<ul style="list-style-type: none"><li>– To be able to collate, analyse and evaluate information</li><li>– To be able to communicate effectively and clearly</li><li>– To be able to demonstrate good listening and questioning techniques</li><li>– To be able to demonstrate the ability to develop individuals' skills and knowledge</li><li>– To be able to demonstrate consistent IT skills, using a range of software.</li><li>– To be able to use own initiative and work unsupervised demonstrating self-management when under pressure and in demanding situations</li><li>– To be able to work under pressure and meet targets and deadlines</li><li>– To be able to work as part of a team</li><li>– To have a flexible approach to training assessment</li><li>– To have good organisational skills</li><li>– To have good administrative and diary management skills</li></ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"><li>– Able to travel between Campuses as necessary and to employers work places.</li><li>– Enhanced DBS check or willingness to complete.</li><li>– Willingness to undertake CAVA and IQA training</li></ul>

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the performance review process, and will be varied in the light of the business needs of the College.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.

Where an employee or candidate indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

