



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

## About the Role – Employment Details

Post Number	A141
Job Title	Assessor in Electrical Installations and Maintenance
Salary	Up to £40,508.07 per annum (Depending on qualifications skills and experience)
Contract Type	Permanent, 37h per week
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.
Pension	Peoples' Pension - 6% matched contribution.

## About the Role – Meet the Team

Within our Employer Training and Apprenticeships Department, we are looking for an enthusiastic and committed individual to join our skilled team of assessors. This role offers a great opportunity to support and assess learners working towards the Installation and Maintenance Electrical Apprenticeship Standard, helping them build confidence and develop the skills they need for a successful career.

You will maintain a strong and current understanding of apprenticeship standards, assessment practice and quality assurance requirements, ensuring full compliance with Ofqual expectations. You will provide high quality support to learners in their workplace, guiding them to achieve their potential through fair, consistent and evidence-based assessment. Building positive relationships with employers and external partners will be key, contributing to a collaborative and industry focused learning experience that reflects the values of Gloucestershire College.

## About the Role – Duties and Responsibilities

- Motivate and support learners to successfully achieve their apprenticeship qualifications.
- Plan, deliver and manage assessment and internal quality assurance activities in line with Ofqual General Conditions of Recognition.
- Develop, support and deliver on commercial courses.
- Provide clear guidance to learners on evidence requirements and make valid, consistent assessment decisions.
- Deliver constructive feedback that reflects competency standards, including the integration of maths and English where required.
- Support learners' development of professional skills, behaviours and workplace competence.



- Collaborate with assessors, internal quality assurers, and curriculum leaders to maintain quality standards and attend relevant meetings.
- Contribute to progress reviews with learners and employers, ensuring effective communication and support.
- Build and maintain strong relationships with employers, supporting business development and apprenticeship growth.
- Contribute to performance targets including recruitment, retention, achievement and progression.
- Engage with curriculum development, apprenticeship initiatives and tailored employer training programmes.
- Support recruitment activities, including responding to enquiries and promoting programmes.
- Maintain continuous professional development in line with awarding body requirements and internal quality assurance standards.
- Undertake additional duties as required by the Apprenticeship Manager, appropriate to the role.

## 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

- A recognised Level 3 (or higher) qualification in Electrical Installation or a closely related discipline.
- Relevant industry experience in electrical installation and/or maintenance.
- A recognised assessing qualification (e.g. CAVA, A1) or willingness to work towards within a specified timeframe.
- Strong working knowledge of the Installation and Maintenance Electrician Apprenticeship Standard.
- Understanding of current industry regulations, including BS 7671 Wiring Regulations.
- Experience of supporting learners or apprentices in a work-based or educational setting.



- Ability to carry out fair, consistent, and evidence-based assessments.
- Good organisational and time management skills, with the ability to manage a caseload of learners.
- Effective communication and interpersonal skills, with the ability to engage a wide range of learners and employers.
- Competent in the use of digital systems for tracking progress and maintaining accurate records.
- Commitment to safeguarding, equality, diversity, and inclusion.

**The Perfect Person for us will demonstrate**

<p><b>Abilities</b></p>	<ul style="list-style-type: none"> <li>– IQA (Internal Quality Assurance) qualification or experience of quality assurance processes.</li> <li>– Experience of working with apprenticeship funding rules and compliance requirements.</li> <li>– Familiarity with End-Point Assessment (EPA) processes for electrical apprenticeships.</li> <li>– Experience of liaising with employers to plan training and development programmes.</li> <li>– Membership of a relevant professional body (e.g. Institution of Engineering and Technology).</li> <li>– Up-to-date industry certifications (e.g. Inspection and Testing, 18th Edition).</li> <li>– Experience using e-portfolio systems and online learning platforms.</li> <li>– Experience supporting learners with additional learning needs.</li> </ul>
<p><b>Job Circumstances</b></p>	<ul style="list-style-type: none"> <li>– Able to travel between college sites (if required)</li> <li>– Undertake any training required for the role</li> <li>– Hold an Enhanced DBS check or be willing to undertake a check.</li> <li>– 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.</li> </ul>





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. 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.

