

Person Specification/Job Description



Assessment of role for DBS checks

Regulated Activity Specified Place opportunity for contact with children

DBS Checks required:

Enhanced DBS check Barred List Children Barred List Adult

Regulated Activity: Controlled Activity:

Job Title: NVQ Assessor in Painting & Decorating – temporary position from October 2020 until September 2021 – 3 hours per week

Grade: £19.48 per hour (*hourly rate includes annual leave entitlement*)

Responsible to: Head of School

Supervisory Responsibility: No direct responsibility

Responsible for: The effective and efficient assessing within the relevant area.

Objective of the Job: As above

Candidates for the post of an **NVQ Assessor in Painting & Decorating** must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	Safeguarding Level 1 (to be achieved within 6 weeks) Level 2 in Literacy (or willing to work towards within 2 years) Level 2 in Numeracy (or willing to work towards within 2 years) Assessor Units or working towards them Appropriate qualification (Level 3) in a relevant subject area.	Level 2 Equality & Diversity Level 2 in Literacy Level 2 in Numeracy Teaching qualification (7306/7307) or working towards	Application form.
Experience	Vocational experience in relevant area Experience of assessing in the work place.	Experience of working within a quality system.	Application form and interview.
Knowledge and Skills	Effective interpersonal, communication and liaison skills. Organisational / administrative skills. Ability to work as an effective team member.		Application form and interview.

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Personal Qualities	Reliability, resilience, flexibility and adaptability. Ability to take initiative. Enthusiasm and commitment.		Interview and references.
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Section A • Primary Responsibilities

1 College Strategy

All members of staff have an important role to play in achieving the mission, aims and objectives stated in the College Development Plan.

2 Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.

3 Staff Development

It is expected that all members of staff will participate in the College's Staff Development Programme, aimed at maximising staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College.

4 Client Focus

All members of staff are expected to manage and develop their role and responsibilities so as to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5 Overall Responsiveness

Working flexibly, efficiently and in full co-operation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking such other duties and responsibilities as are required to provide the service expected from the College.

6 Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

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7 Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8 Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) The delivery of underpinning knowledge, workplace observation, assessment and portfolio support in community venues
- b) Assisting with the development, delivery, review and evaluation of NVQ programmes.
- c) Acting as contact assessor to a group or groups of candidates and liaising with the college link tutor.
- d) Supporting work based assessors in workplace establishments.
- e) Contributing effectively to the College's development, in accordance with College policies and procedures.
- f) Promoting the opportunities offered by the College.
- g) Working within and implementing the College Quality Assurance System.
- h) Committed to widening participation and actively promoting equality of opportunity.
- i) Being responsible for the health and safety of students, ensuring that clear instructions are given in order to provide a safe learning environment. Setting an example by always following the correct safe working procedures and ensuring the use of safety clothing and equipment, if required.
- l) Undertaking such other duties as requested.

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality and Diversity Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

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All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

July 2020

Name:.....

Signature.....

Date.....