

Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity Specified Place Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

Closing date for receipt of applications: Friday 31 January 2025 at 12 noon

Plumbing

Internal Verifier in Plumbing

Variable hours per week, temporary position until July 2025

Post No.: RS24/25/228

Grade: £22.47 per hour (inclusive of holiday and bank holiday entitlement)

Responsible to: Executive Director

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: The internal verification and standardisation of courses.

Objective of the job: As above

Candidates for the post of **Internal Verifier in Plumbing**, must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	D34 / VI Verifiers Award Level 3 qualification in a relevant subject area 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)	IT qualification Level 2 Equality & Diversity Level 4 qualification in a relevant subject area	Application Form Certificates
Experience	1 years' experience of successfully internally verifying qualifications. Experience of carrying out observations of the assessment process		Application Form References Interview
Knowledge and skills	Knowledge of quality processes, preparing sampling plans and preparing for external verification visits		Interview References

	Essential	Desirable	Where identified
Personal qualities, attitude and behaviours	Attention to detail, quality driven		Interview

Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

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

All members of staff will participate in the College's Staff Development Programme, we aim to maximise 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 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 cooperation 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 other such 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's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

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 have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

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

- a) To follow College procedures relating to IV and Moderation
- b) To provide guidance to Teaching Staff/Assessors
- c) To participate in appropriate team meetings
- d) To work to tight deadlines
- e) To attend and lead if required standardisation and staff development sessions.
- f) To prepare necessary evidence for External Verifier visits ensuring compliance with requirements
- g) To attend meetings with External Verifiers and other awarding body representatives
- h) To work with the team to update and maintain procedures
- i) Any other duties commensurate with the post

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, Diversity and Inclusion 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.

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

Name:

Signature:

Date:

Last updated: January 2025