

PETROC

WORKPLACE ASSESSOR COACH
(CARPENTRY)

Barnstaple campus
Full time, permanent

Information for Candidates

PETROC

TERMS & CONDITIONS OF EMPLOYMENT

Hours of Work

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. Staff will normally work a 37-hour week, pro-rata for staff on a part time basis.

Holiday

You will be entitled to 30 days paid leave per annum, plus Bank Holidays; pro-rata for staff on a part time basis. The college traditionally closes between Christmas and the New Year and these three days are additional to your leave entitlement.

Pay

As detailed in the job description below.

Probationary Period

As with all Petroc appointments, there will be a 6-month probationary period. This is to provide the opportunity for your line manager to ensure that you are supported in your role and progressing as expected. The notice period will be one week during this probationary period.

Pension Scheme

You will automatically join the Teachers' Pension Scheme. Your contribution would be from 7.4% of your gross salary, with Petroc contributing 16.4% on your behalf.

Performance Development Reviews (PDR)

All Petroc employees are required to take part in annual PDR's. Your review is aimed at establishing work targets and identifying any training and development needs you may have.

Induction

On joining, you will take part in our induction programme including, Equality, Diversity & Inclusion Training, Health & Safety, Safeguarding and Prevent Training as part of your Contract of Employment.

Trade Unions

You will be entitled to join a union at the college and are encouraged to do so by college management. College management consults with staff through a Joint Consultative Committee

framework upon which recognised trade unions and/or professional organisations are represented. The recognised unions for academic staff are UCU and NEU. If you are appointed to the post you are applying for and wish for more information, the Human Resources Office will put you in touch with the appropriate branch representative.

Criminal Background Disclosure

You are required to declare any pending criminal prosecutions you may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that you would not need to disclose any 'protected' cautions or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Please note, failure to disclose this information at any stage of the selection process could lead to dismissal upon appointment in a role.

DBS Disclosures will be taken up on successful candidates only.

Sick Pay

Petroc offers you the benefit of an enhanced sickness allowance when absent due to illness after your probation period. This allowance ranges from 30 days full pay and 61 days half pay during 1st year of service up to a maximum of 183 days full pay and 183 days at half pay after 5 years' service.

ID Badges

Photo ID badges are issued on appointment and can be used for photocopying and library borrowing as well as for identification purposes. It is a requirement that you wear your badge whilst on any college premises.

Car Usage & Expense Claims

You will be required to use your own vehicle for travelling to visit learners in the workplace. In order to claim mileage expenses your car insurance must cover you for business usage. A copy of the insurance certificate would need to be supplied along with a driving license check to the customer services team on joining.

PETROC

WORKPLACE ASSESSOR COACH BARNSTAPLE CAMPUS Full time and Permanent

Name:		Date:	October 2022
Responsible to:			
Direct Reports:			
Links to:			
Salary:	£24,701 - £29,301	Hours:	37 per week x 52 weeks

This job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and overridden by the post-holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level or responsibility entailed.

The College has an active Equal Opportunities, Diversity and Inclusion Policy, commitment to which is expected from all staff. Applicants are, therefore, invited from all suitably qualified people irrespective of disability, gender or race. In particular, applicants with a disability, if they wish to do so, may indicate on the application form details of their disability.

MAIN FUNCTION OF THE JOB

- To create, assess and support learners in the area to complete the workplace component of their programme.
- Setting up and monitoring suitable placements, which meet the requirements of the programmes.
- Developing a communication network between Lecturers and placement settings.
- Negotiating times for assessed observations with workplaces.
- Assessing in the workplace.
- Some teaching of units where assessment is linked to the workplace.
- Researching new placements.
- Participation in marketing and promotion.
- Participation in team meetings.
- Willingness to develop own teaching and assessing skills.
- Negotiation and communication with employer.
- Identify recruitment opportunities.
- Use, develop, evolve and embed OneFile within the workplace
- Work with the team to meet internal and external targets.

MAIN DUTIES AND RESPONSIBILITIES

A Assessment and Coaching

- To assess and coach in the curriculum area as directed by the Head of Faculty.
- To manage, develop, promote and review the learning programmes within the area and be aware of and apply national trends and curriculum developments.
- To respond to new curriculum issues affecting programme delivery and learner's learning/training activities.
- To review assessment inputs regularly in the context of changing needs of learner's and programmes.
- To prepare and assemble suitable materials and learning resources for the delivery of all courses/classes designated.
- To use and evaluate assessment techniques/methods appropriate to learner groups.
- To maximise learner success, achievement and retention
- To identify and respond to learner's needs and welfare with counselling, guidance, support to own competence and, where necessary, refer to appropriate alternative authority.
- To carry out assessments of learning consistent with College processes and the requirements of relevant awarding bodies. To provide training and assessment of candidates in the workplace and training environment.
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- To provide support for the quality assurance of all appropriate programmes.
- To maintain a safe working environment at all times.
- To liaise with employers, including visiting the workplace as directed.
- To assist in the maintenance of learner recording systems, OneFile, including tracking documents.
- To adhere to the College timetable schedule of assessment and reviews ensuring that any necessary adjustments are authorised by the Head of Faculty.
- To assist with the College marketing and publicity as and where required and attend marketing and enrolment events.
- To ensure that all relevant Health and Safety legislative requirements are in place, monitored and regularly reviewed to include up to date risk assessments/COSHH records.

B Administration

- To maintain up-to-date syllabi for all courses taught.
- To have available and maintain schemes of work for all courses/classes, copies of each to be logged in the course technical file.
- To use OneFile to track and record all learners progress, including Maths and English.
- To contribute to the organisation and administration of placements as required.
- To maintain up-to-date records, reports, profiles, course files etc.
- To participate in the recruitment and enrolments of learners.
- To process and action timely reviews of learners.
- To monitor the 'off the job' hours for learners, escalating any issues that arise.
- To carry out the general administrative duties associated with the post, including registers, timetabling requirements etc.

C Standards and Policies

- To ensure the implementation of Equal Opportunities and Safeguarding across the College.
- To ensure the implementation of Health, Safety and Welfare policies across the College.
- To participate in all self-assessment and quality procedures required by the College in order to implement the College's Quality Improvement Strategy.
- To ensure that your programmes contribute to meeting the curriculum area targets, i.e. learner recruitment and achievement.
- To be committed to professional development

- To contribute to the marketing, promotions and enhancing of the profile of the programme area.
- To work with employers to identify and engage learners.

GENERAL REQUIREMENTS

Petroc is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through the selection stages and pre-employment checks.

Petroc is committed to Equality and Diversity and promoting Equality and Diversity and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through ensuring that at all stages of recruitment and selection are non-discriminatory and individuals are employed or promoted regardless of gender, marital status, age, ethnic origin, religion or belief, sexual orientation, disability or previous criminal records.

Actively take part in the College probation and appraisal process.

Undertake such duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.

APPLICATION

All positions are subject to the completion of an Enhanced DBS Disclosure

Completed applications should be returned to staffrecruitment@petroc.ac.uk or to the Human Resources Office, Petroc, Old Sticklepath Hill, Barnstaple, Devon, EX31 2BQ by no later than the closing date on the website.

Applications received after this deadline will not be accepted.

If you have not been called for interview within three weeks of the closing date for this post, unfortunately you have not been successful on this occasion.

PERSON SPECIFICATION – WORKPLACE ASSESSOR COACH

Criteria	Essential	Method of Assessment	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Level 3 qualification in relevant discipline An assessor qualification or willingness to achieve 	Application	<ul style="list-style-type: none"> Degree level or equivalent in relevant discipline Certificate of Education or equivalent 	Interview Application
Experience	<ul style="list-style-type: none"> Teaching on a relevant programme or equivalent experience Learner management and support 	Interview Application	<ul style="list-style-type: none"> Post qualifying experience Some previous placement and assessing experience 	Interview Application
Skills & Knowledge	<ul style="list-style-type: none"> Background in relevant discipline Excellent oral and written communication skills Organisational and administrative skills Ability to take responsibility, make decisions and work on own initiative 	Interview Application	<ul style="list-style-type: none"> Current knowledge of relevant programmes in relevant discipline Competent IT skills 	Interview
		Application	Interview	
Assessor Trainer Behaviours	<ul style="list-style-type: none"> Communicates clearly and with confidence to a wide range of people. Articulates understanding and gains support from others The ability to anticipate, prepare, respond and adapt to 	x	x	

	<p>sudden and incremental changes. Has an acceptance of reality, core values align with the college, ability to improvise</p> <ul style="list-style-type: none"> • Uses logic and methods to solve difficult problems with effective solutions. Can see hidden problems, is excellent at analysing honestly, looks beyond the obvious and doesn't stop at the first answer • Takes the initiative, makes decisions and takes responsibility for actions in support of faculty and wider college. Has an eye to the future and able to align personal and faculty aspirations to the overall strategic direction. Develops ideas, adds values and seeks opportunities for leadership • Pursues excellence in current knowledge and expertise in line with the delivery of the college's goals and aspiring to an outstanding educator • The use of digital technology to develop and transform the engagement of learners and staff 		
College values	<ul style="list-style-type: none"> • Respect - to embrace differences, respect the values, ideas and beliefs of others and 		x

	<p>renew our own values through discussion and exploration.</p> <ul style="list-style-type: none"> • Community - to believe in community, the ability to do more together, the mutual commitments that hold people together, and in responsibility beyond one's own self-interest • Empowerment - to create an educational environment that empowers learners and staff to exceed their own expectations and enables them to shape the future of our world 		
Mandatory requirements	<p>Essential:</p> <ul style="list-style-type: none"> • Commitment to safeguarding and Keeping Children Safe in Education • Commitment to safeguarding adults at risk • Commitment to equal opportunities and inclusion (SEND) • Commitment to British Values and the Prevent agenda. Embracing differences, respecting values, ideas and beliefs of others, renewing own values through discussion and exploration. 		x

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults

