Job Description

Job Title: **Construction Teaching Assessor – Construction Site Supervisor**
Reports to: **Team Leader**
Location: **East/South East England**

Purpose

The successful candidate focus will be able to deliver the L4 Construction Site Supervisor Apprenticeship Standard and the potential to deliver other Construction related Apprenticeship Standards as demand is received from Levy and Non-Levy paying employers.

You will need experience of providing a varied programme of delivery in line with the required programme/qualification specifications to offer an integrated programme of learning, training, coaching and assessment on work related programmes to meet the needs of employers and learners, to the standards set by awarding bodies or end point assessment organisations and ensure timely achievement of learner goals and qualifications as per Company and Regulating Bodies KPIs.

Delivery of these programmes will be a combination of 121, face to face and remote visits and may include group teaching and learning sessions.

This is a national role which will require delivery of skills contracts which will be geographically assigned to the role by sector competence.

Main Duties and Responsibilities

1. Engagement with employers and learners to deliver quality teaching and learning programmes. Meeting KPIs set for starts, progression, timely achievers and leavers in line with profit contribution, compliance and quality targets.
2. Deliver qualifications across a range of awards where occupationally competent in accordance with the Quality Assurance process.
3. Effectively maintain a caseload of learners (at agreed and specified levels).
4. To deliver Functional Skills reforms up to level 2 in English, Maths and ICT.
5. Individualise programmes to meet the needs of employers to ensure learners develop new skills, knowledge and behaviours which impact positively for the employer.
6. Use electronic portfolio system to record learner interventions, reviews, upload work and 20% off the job training. Maintain learner information,

ensuring quality and integrity of data which is accurately recorded and submitted efficiently to meet contractual requirements.

7. Highlight and where appropriate deal with learner issues and provide focussed learner support and identifying and providing additional learning support where required.
8. Develop and use a range of techniques and resources tailored to learner's individual needs – supporting them throughout their learner journey towards successful achievement and completion of qualifications.
9. Work with the direct line manager to maintain and improve IXION's quality of delivery across all programmes – including success rates, observations of learning, performance management and taking part in Principal Verifier visits which relate to awards.
10. Take an active part in Team and Standardisation meetings
11. Take an active role in preparation toward Ofsted inspections as well as taking part in Inspections as requested – This includes but is not limited to striving to achieve and maintain standards – including maintaining own CPD and maintaining occupational competence in areas of expertise.
12. To also be accountable for sourcing each month an agreed number of Learner Starts (either for themselves or colleagues) and as agreed and monitored by their Team Leader and IQA as part of the KPI performance measures of this role.
13. Identify new opportunities, referring learners as required to further progression, maximising direct delivery opportunities and maintaining caseloads.
14. Ensure all quality and compliance processes are fully adhered to in order to mitigate risks to funding and success rates and to ensure Ixion remains at Grade 1 Ofsted standard.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in

relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environmentin line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Person Specification

Job Title:

(E=Essential D=Desirable)

SKILLS AND CORE COMPETENCIES

Technical competency (qualifications and training)

- Minimum L4 qualification or equivalent in Construction Site Supervision (E)
- D32/33/A1 or equivalent training/assessment related qualification (D)
- At least PTLLS or other Teaching qualifications (E)
- L2 or equivalent in Functional Skills Maths, English & ICT (D)

Experience

- Minimum of 3 year's knowledge and experience working as a qualified Teaching Assessor delivering Apprenticeship standards (E)
- Minimum of 5 years' experience supervising specialist contractors and workers on construction projects (E)
- Experience and knowledge of training and/or assessment delivery (E)
- Experience in the delivery Maths and English (D)
- Experience of teaching within Education establishments (E)
- Experience and knowledge of Government Funding streams (D)

Skills and Attributes

- Demonstrate up to date occupational competence (E)
- Self-management. Effective management of workload and caseload (E)
- Relationship management. Develop and maintain productive relationships with your Team, Management, Learners and all key stakeholders (E)
- Customer and Employer focused – committed to understanding learner aspirations, supporting learner and employer needs (E)
- Knowledge and understanding of appropriate quality and compliance frameworks e.g. Education Inspection Framework and Matrix (D)
- Proven ability in project planning and meeting time, cost and quality targets (D)
- Able to monitor and maintain records (E)
- Competent in use of IT including Microsoft Word, Excel and PowerPoint to intermediate user level (E)
- Working knowledge of all relevant legislation (E)
- Able to ensure contractual compliance and provide financial and performance information to agreed specification (D)

Personal qualities, communicating and relating to others

- Strong awareness and proactive approach to Health & Safety issues (E)
- Skilled in Customer and Employer liaison (E)

Safeguarding • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • This post requires a Disclosure and Barring Service Check at an enhanced level (E)
Other • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E) • Full driving licence and full access to the use of a car (not necessarily required for London region) (E) • Geographically able to work with learners in a required area (E)