

ROLE PROFILE

Job Title:	Scaffolding Instructor/Assessor
Department:	Scaffolding
Responsible to:	Curriculum Lead – Scaffolding

Main purpose of job:

To deliver, train and instruct commercial and apprenticeship programmes which covers the skills, knowledge, and behaviours relevant to the occupational sector, whilst providing effective learner support. Responsible for the day to day operations of a caseload of learners on apprenticeship programmes through reviewing, assessing and preparing learners/employers for the end point assessment within the scaffolding sector.

Main Duties

- To design, develop and deliver creative, inclusive learning programmes, schemes of work, lesson plans and materials to deliver high quality structured learning sessions to meet learner and customer needs and programme specifications.
- To instruct, assess and support learners on level Scaffolding programme. Co-ordinate training sessions within the classroom and workshop environment and prepare for EPA to enable learners to complete their qualifications.
- To prepare, agree and review apprenticeship training plans in accordance with awarding organisations specifications and standards, ensuring the effective evaluation of such programmes.
- To contribute to the internal verification, assessment and standardisation of work process and to the development and delivery of the SAR and QIP in the pursuit of continuous improvement.
- To ensure the safety and wellbeing of all learners in all work related and learning environments in accordance with the company's safeguarding policy, health and safety policy, equality and diversity policies and code of conduct as part of the organisations duty of care.
- To carry out regular risk assessments of the learning process and associated environments, in accordance with the company's risk assessment policy and procedure, and accordingly implement any relevant control measures/action plans.

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- To professionally liaise and work with all key stakeholders involved in the learning process to ensure full integration, support and promotion of the company's services, including relevant external organisations.
- To be responsible for self-development including Continuous Professional Development and competence, incorporating both academic and professional training, in line with the Institute for Learning Code of Professional conduct and awarding body requirements.
- To initially assess and induct learners onto the scaffolding apprenticeship programmes and support all learners to establish and maintain secure employment.
- To establish positive working relationships with employers and supporting them on matters relating to their apprenticeship training needs and development in preparation for the end point assessment.
- Complete relevant training qualifications in line with ESFA and current legislation and ensure that all activities follow ESFA funding contract and audit requirements.
- To demonstrate knowledge and compliance with regards to GDPR and all associated Data Protection legislation. This includes having due regard for any personal data that you may come into contact with in your role which includes learners/ customers/ staff
- Adopt flexible working practices when required. The duties of post outlines are not exhaustive and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required
- To contribute to the wider business by supporting at events such as Recruitment Open Events, Aspiring Clubs and department events as and when needed.

Signed by Employee:	Date:
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Person Specification

Job Title: Scaffolding Instructor/Assessor

Department: Scaffolding

Responsible to: Curriculum Lead - Scaffolding

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> • Subject specialist vocational qualification. • Hold a CISRS Advanced Card for more than 5 years • Hold a CISRS Scaffolder Card for more than 10 years • Have been employed, for a minimum of five years, as a charge-hand, foreman or supervisor in the scaffolding industry • Accredited qualification minimum Level 2 in Literacy, Numeracy & ICT. • Minimum of IOSH - Working Safely. • Comprehensive knowledge of all Safeguarding policies and procedures and their application. • Comprehensive knowledge of relevant vocational sectors. • Robust knowledge of vocational occupational qualifications and curriculum including Functional Skills, Vocational and Work Skills and Personal and Social Development Skills. • Strong knowledge of quality assurance practice (assessment processes). • Strong knowledge of Health & Safety legislation and how to implement effective policy. • Strong knowledge of Equality & Diversity and how to implement effective policy. • Level 3 teaching qualification (or willing to work towards) 	<ul style="list-style-type: none"> • Possession of a professional qualification in accordance with occupational position held (e.g. an assessor/internal verifier's award and vocational qualification - minimum level 3). • Knowledge of quality assurance practice (assessment processes) is desirable. • First Aid Qualification • NEBOSH certificate
Skills & Relevant Experience	<ul style="list-style-type: none"> • Strong interpersonal skills, active listening skills and excellent ability to coach/mentor to aid learner progression. • Strong organisation and administration skills in the handling and completion of all learner programmes and associated 	<ul style="list-style-type: none"> • Experience of curriculum design, development and delivery within the relevant occupational sector • Excellent & proven understanding of

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	<p>documentation on a timely and accurate basis to contractual requirements.</p> <ul style="list-style-type: none"> • Strong ICT skills with proficiency with word, Excel, PowerPoint in the development and compilation of learner materials documentation and records. • High personal level of Literacy, Numeracy and ICT ability. • Strong ability to deliver to established targets and deadlines in accordance with learner progression. • Strong ability to be creative & innovative in the design of learning materials & their implementation in accordance with learner programme requirements. • Demonstrate full competence in the continuous review, evaluation and enforcement of the learning programme effectiveness and delivery through such media as reflective practice. 	<p>assessment strategies that aid the engagement of learners</p>
Behaviours	<ul style="list-style-type: none"> • Demonstrates open, honest and supportive behaviours which are in alignment with the Company's Core Values. • Demonstrates an ability to support continuous improvement by offering innovative ideas and solutions which benefit the learning process. • Demonstrates patient and empathetic behaviours in the effective and professional engagement with learners throughout the learning process which encourage high levels of learner performance. • Demonstrates responsive and flexible behaviours in accordance with the needs of learners and the learning process. • Demonstrates a strong and effective interaction with others as an effective team player and support to others. 	

Signed by Employee:	Date:
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