

Assessor

Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
Qualifications	• A1/TAQA Assessor Award (A) • Relevant IQA qualification (A) • If no CSCS card, willingness to obtain one Membership of a professional body such as ICE Level 3 or 4 qualification in Civil Engineering Vocational Industry experience	• CSCS Card
Experience	• NVQ assessment experience of civil/digital engineering • Specifically, L3 Diploma in Civil Engineering for Technicians and/or L3 Diploma in Built Environment Design (A,C,D) • Experience of working with apprentices (A,C) • Industry experience in Civil and /or Digital Engineering profession (A, C, D) • Strong IT literacy with Microsoft packages (A,B,C) • Experience of Internal Quality Assessment (A,C,)	• Teaching Experience (A) • Involvement in Ofsted Inspections (A,C) • Experience of working with an Apprenticeship Management system i.e. Smart Apprentice or One File (A,B,C)

Knowledge and Understanding	• Up to date industry knowledge and best practice (A) • Knowledge of procedures and protocols for NVQ assessment (A, C, D) • Understanding of how apprenticeship standards work and KSBs (A,C) • Understanding of the professional body's requirements e.g. ICE • Knowledge of H&S, Safeguarding and Prevent	• Knowledge of End Point Assessment (A, C)
Other skills and abilities	• High standard of interpersonal skills and emotional intelligence. Excellent written and oral communication skills with the ability to communicate effectively to a variety of audiences (A, C, D)	

London
Design &
Engineering
UTC

Skills Coach/Assessor

	• Commitment to working in partnership with apprentice employers (A, C) • Excellent at working in teams (C, D) • Ability to manage time and prioritise well, meet deadlines and work under pressure (A, C, D) • Ability to work remotely whilst contributing to the team goals • Command respect of learners and staff and be an advocate for the UTC (A, C, D) • Strong team working skills and the ability to work effectively with people at all levels (B, D) • Able to create project-based scenarios rooted in the local community or relevant industry (B)	• Interest in whole college developments and the wider life of the college • Highly developed ICT skills (A, C, D)
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Personal qualities	• Honesty, integrity, ability to build trust (D) • Resilience (D) • Energy, enthusiasm and the ability to keep things in perspective (A, C, D) • A sense of humour (A, C, D) • Commitment to the aims and values of the UTC (A, B, C) • Confidence, communication skills and fluency to deal with employers, learners and community organisations (C,) • Awareness, understanding and commitment to equal opportunities (A) • An understanding of the needs of young people (C) • Maintains high professional standards at all times (D) • Commitment to own professional development (D)	• An understanding of the needs of business and industry (C)
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