# JOB DESCRIPTION

RUGBY COLLEGE

**Post Title:** **Hourly Paid Assessor in ICT (Information and Communications Technology)**

**Salary Range:** **£19.41 - £20.33 per hour**
**(Assessor Salary Scale, Points 1 - 3)**

**Contract:** **Permanent / Hourly Paid / Zero Hours**

**Reference:** **CS12516**

## PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

WCG Child Protection Procedure >

## ABOUT RUGBY COLLEGE

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **Rugby College** is excellently positioned to respond to growth in motor vehicle, engineering, low carbon and construction sectors. **Powered by WCG, Rugby College** is one of our diverse campuses across Warwickshire and Worcestershire, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

**To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028:**

WCG Impact Strategic Plan 2025–28 >







## BACKGROUND TO THE POST

As one of the largest further and higher education colleges in the UK, with unique colleges across two counties, we aim to deliver learning experiences which lead to the development of wider skill bases and improved destinations for all of our students.

Our recent Ofsted inspection highlights our success and strong focus both on students and on meeting industry needs. We are also one of only five colleges in the UK to be granted Foundation Degree Awarding Powers by the Privy Council – meaning our higher education academic quality and standards are equal to any university.

## MAIN TASKS

- **Assessing:**
  To assess students studying ICT in work placement against exam board criteria focussed on occupational competency.
- **Preparation:**
  The person appointed will develop and produce teaching materials as required and the relevant paperwork associated with the assessing of the apprentices.
- **Feedback:**
  The person appointed will be supporting apprentices to achieve their apprenticeship identifying gaps in knowledge and understanding and negotiate action plans. They will also be required to provide feedback on progress on a regular basis.
- **Administration:**
  The person appointed will undertake administrative tasks relating to the apprenticeship(s) that they assess on and College requirements, under the guidance of the Head of School. They will ensure that course related documentation is maintained to a high standard in accordance with the requirements of the College, Employer, Awarding and Auditing Bodies.
- **Quality Systems:**
  The postholder will provide the evidence for the Internal Verification as required by the line manager. The College has a lesson observation process and all assessors delivering in a classroom environment will have an observed lesson each academic year.
- **Health and Safety:**
  To ensure a safe working environment for colleagues, students and visitors in line with the HASAW Act and the College Health and Safety Policy.
- **Safeguarding:**
  Safeguard and promote the welfare of children and at-risk adults for whom you are responsible and whom you come into contact with.

**In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.**

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

## HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities. This will change dependent upon numbers and demands. Each apprenticeship is allocated a set number of hours depending on their apprenticeship and they are required to support the apprentices so they achieve within the given hours. This is a zero hours post.

## PLACE OF WORK

The principal place of work will be the College's premises based at our **Rugby College**. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

## OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

## EMPLOYEE BENEFITS

**When you join WCG we offer you a whole host of employee benefits, including**:

- Comprehensive training programme.
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Discounted part-time and professional courses.
- Cycle to work scheme.
- Free on-site gym
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)

## PERSON SPECIFICATION

**Physical Make-up**
Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

**Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.**

| | | How it is Measured | |
|---|---|---|---|
| **Attainments:** | | **Application Form** | **Interview** |
| **Essential** | A minimum of a level 3 qualification in ICT or related subject | • | |
| | GCSE grade A-C or equivalent qualification in Maths and English. | • | |
| | An Assessor award or a willingness to achieve the qualification. | • | • |
| | An Internal Verification award or a willingness to achieve the qualification | • | • |

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|---|---|---|---|
| | A UK driving license free of major endorsements | • | • |
| | Evidence of formal structured training | | • |
| | A willingness to undertake continuing professional development. | | • |
| **Desirable** | Previous experience of apprenticeship assessment methods. | • | • |

| **Key Experience and Attributes** | | | |
|---|---|---|---|
| **Essential** | The vision, drive and enthusiasm to achieve targets. | | • |
| | Current experience in the sector | | • |
| | Vocational experience of working in industry. | | • |
| | Experience of working with students and have knowledge of awarding bodies and student monitoring and tracking systems and paperwork. | | • |
| | Experience of working with outside agencies and organisations. | | • |
| | Ability to liaise effectively with internal and external agencies in a timely manner. | | • |
| | Excellent administrative and organisational skills. | | • |
| | A flexible working approach | | • |
| | Knowledge of current developments within relevant sectors. | | • |
| | Excellent communication skills. | | • |
| | Ability to motivate others. | | • |
| | Ability to work under pressure. | | • |
| | Enthusiastic with an innovative approach. | | • |
| | Customer-care focused. | | • |
| | Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and at-risk adults. | | • |
| | Ability to demonstrate behaviours which support the Core Values of the College. | | • |
| | Ability to demonstrate an understanding and knowledge of Equality & Diversity. | | • |
| **Desirable** | Working knowledge of information technology such as e-mail, the internet and other software applications. | • | • |

**Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk**

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and will let you know whether or not your application is successful at shortlisting. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting.

**The College regrets that it is unable to pay expenses incurred by attendance at interview.**