**JOB DESCRIPTION**

**Post:** Skills Practitioner

**Responsible To:** Head of Curriculum

**Summary of Post:** To provide Learning/Technical support to staff and students within the Division and to undertake assessment and quality assurance duties as required by the College and awarding bodies

# Specific Duties:

1. To support students in the classroom as required by the tutor.
2. To undertake assessing of student work, both on campus and at work placements and supervise on-site work experience as required.
3. To liaise with internal and external customers/stakeholders as necessary or required.
4. To support internal/external marketing and promotional activities.
5. Stock control, to include ordering an issuing of supplies.
6. To attend meetings.
7. To carry our Fire Warden duties as required to meet the needs of the College.
8. To maintain clean and safe working environments.
9. To prepare and supply consumable items and equipment.
10. To supervise, demonstrate and oversee learning as required.
11. To prepare the planned equipment and tools.
12. To provide feedback to students that will aid successful progression and achievement.
13. To maintain valid, accurate, current and sufficient records (VACS).

# General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills | | | | |
| 1. | A flexible approach to work |  | ✓ | 4 |
| 2. | Competent in IT skills | ✓ | ✓ | 4 |
| 3. | Good administrative and organisation skills | ✓ | ✓ | 4 |
| 4. | Ability to act on own initiative |  | ✓ | 4 |
| 5. | Good communication and interpersonal skills both verbal and written | ✓ | ✓ | 4 |
| 6. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| Experience | | | | |
| 1. | Evidence of successful experience of supporting learning | ✓ |  | 6 |
| 2. | Relevant practical industrial experience | ✓ |  | 6 |
| 3. | Successful engagement with stakeholders e.g. employers | ✓ |  | 4 |
| 4. | Be able to work under pressure in order to meet deadlines and targets | ✓ | ✓ | 4 |
| 5. | Evidence of CPD in relevant area | ✓ |  | 4 |
| Education | | | | |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 3. | Qualified to NVQ 3 or equivalent in a relevant area | ✓ |  | 4 |
| 4. | Health & Safety qualification related to relevant area of work or equivalent | ✓ |  | 4 |
| 5. | Assessors/Internal qualifications | ✓ |  | 4 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.