



## 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 and issuing of supplies.
6. To attend meetings.
7. To carry out 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 undertake minor maintenance, routine and scheduled maintenance jobs, where qualified and with appropriate training and with prior approval
13. To only undertake work where qualified and trained to do so



14. To provide feedback to students that will aid successful progression and achievement.
15. 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.

### **Please note:**

This job description is a guide to the work you will initially be required to undertake. It **summarises** the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
<b>Skills</b>				
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
<b>Experience</b>				
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
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 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 Verifier 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 criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - it would be great if the candidate had, but is not expected to be shortlisted.

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

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.