

Hourly Paid Assessor (Beauty Therapy)

Ref: 11-HP-Bea

We are currently seeking Assessors in the Centre for Hospitality and Salon Studies to undertake assessment of candidates whilst they are at work. You will liaise with College staff, Internal Verifiers and other assessors including representatives of the awarding body to maintain standards, you will also be required to undertake administration duties as required.

The successful candidate will possess a D32/D33, A1 or TAQA equivalent, along with the PTTLS qualification or willingness to obtain this in post. You will also have a Level 3 qualification in Beauty Therapy, and possess relevant industrial experience. You will also have a clean, current driving licence with the ability to work flexible hours as required to carry out workplace assessments.

Applications received by 23/01/2012 will receive first consideration. However, applications received after this date may be considered.

An application form can be obtained from our website: www.colchester.ac.uk/jobs. Applications, by CV if preferred, should be emailed to jobline@colchester.ac.uk.

COLCHESTER INSTITUTE

JOB DESCRIPTION

Job Title: Hourly Paid NVQ Assessor/Trainer

Responsible to: Curriculum Manager

Hourly Rate: £ 13.6279

Location: Colchester based (will be required to travel in North Essex – mainly Colchester and Clacton Area)

Purpose Statement:

- To undertake the assessment of candidates whilst they are at work
- Maintain and develop contacts with employers

Main Tasks:

1. To undertake assessment of candidates against set performance criteria in the work place.
2. To deliver training to groups and individuals on a one to one basis.
3. To work with employers and college staff as appropriate to ensure that the requirements of the NVQ are applied.
4. To liaise with college staff, Internal Verifiers, other assessors and representatives of the awarding body in order to maintain standards.
5. Undertake administration duties that relate to the responsibilities identified above.

This job description is a guide to the duties the postholder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Colchester Institute.

November 2011

PERSON SPECIFICATION

JOB TITLE: NVQ Assessor/Trainer

	Essential	Desirable
Qualifications/training	D32/D33 or A1 Relevant vocational qualification e.g. NVQ Level 3	D34 or V1
Knowledge/experience	Relevant industrial experience	
Skills/abilities	Ability to deliver training to groups and on a one to one basis Good communication skills with an ability to work effectively with employers, college staff, and candidates An understanding of Safeguarding and its importance within a College environment An understanding of Equality and Diversity practice	
Special requirements	Willingness to acquire V1/PTLLS if necessary (assistance and support is provided for this) Clean, current driving licence Ability to work flexible hours as required to carry out workplace assessments.	

November 2011