



HIGHWAYS ELECTRICAL MAINTENANCE ASSESSOR

Job Description



Job Title: Highways Electrical Maintenance Assessor/Tutor

Location: National position

Status: Temp to Perm (3-6 Months)

Salary: Depending on qualifications and experience up to £30k PA (FTE)

Position Purpose:

To take the responsibility of training recruited Apprentices at various stages in their career and support them through the learning journey to a successful endpoint assessment.

To develop, implement and manage for monitoring and implementing compliance with the Company's Standards. To maintain and improve the Company OFSTED grade, quality certifications and direct claim status. This will include supporting inspections and audits conducted by external agencies and to support the self-assessment process to promote quality improvement throughout the company.

To carry out Knowledge based assessments and Skills/Behaviours assessments

To build support apprentices to maintain HERS portfolios and complete workbooks

To upload portfolio's and provide support to the apprentices

To give feedback and review each apprentice, including their employer in these meetings.

Support apprentices with the Requirements of NHSS8 and HERS processes and compliance

Qualifications:

- L4 Award in Preparing to Teach in the lifelong learning sector or equivalent
- Level 2 Maths and English
- A1/Assessing Vocational Achievement awards or equivalent
- Effective written and verbal communication skills
- Ability to listen/observe/acknowledge and feedback
- Effective use of ICT
- Technical qualifications
 - Level 2 Certificate in Highway Electrical Work
 - Level 3 Diploma in Highways Electrical Work
- G39 or experience of working near live power.

Operational skills and experience:

Have transferable skills, experience, and technical knowledge across all of the highways electrical sub-sector areas:

- Health, Safety & Environmental
- Planning, Preparing, and organising works

- Highway electrical equipment systems
- Installation techniques
- Maintenance techniques
- Emergency attendance
- Communication and Electrical Qualification / Experience
- Have Knowledge on NHSS8 and HERS

To support students in achieving their learning goals through:

- Demonstrating practical applications of vocational programmes.
- Conducting work-based observations and assessments.
- Adapting/developing appropriate learning materials.
- Tutoring, including on-line support.
- Recording and providing feedback to students on progress in their programme of learning.
- Assisting learners to complete work books and build up a portfolio of evidence for assessment.
- Facilitating workshops for learners.
- Communication with employers throughout the time of the apprenticeship.

To maintain records to track student achievement and performance on all aspects of the standard (Maths & English, ICT).

To complete registers, maintain course and student files and all other administrative duties associated with effective subject and course delivery.

To provide timely feedback on student progress and achievement.

To provide information, advice and guidance relating to progression opportunities.

To contribute to the review and evaluation of curriculum programmes, self-assessment, and the implementation of effective quality improvement plans.

To assist with the promotion and marketing of GHL.

To share best practice and resources in training, learning and assessment.

To participate in and attend course/subject company team meetings.

To prepare, maintain and monitor the training/workplace environment to meet Health & Safety standards.

To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults.

To take appropriate responsibility for the Prevent Duty

To work at any of the company/employer sites on a temporary or indefinite basis.

To undertake such duties as are reasonably allocated, appropriate to the grade of the post.

SAFEGUARDING STATEMENT

Group Horizon Ltd (GHL) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

The successful candidate for this appointment will be required to apply for an Enhanced Disclosure through the Disclosure & Barring Scheme. Further information on the Disclosure process can be found at: www.gov.uk/disclosure-barring-service-check.

PREVENT DUTY

Group Horizon Ltd is committed to working in partnership, which in the context of Prevent means being part of, and working with, a multidisciplinary support network, drawn from within and beyond our organisation, with each partner having a different role to play in preventing learners from being drawn into extremism

DATA PROTECTION AND CONFIDENTIALITY

All staff are responsible for ensuring that any personal data which they hold is kept securely; personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party; and personal data is only used for the purpose for which it is being held.

EQUAL OPPORTUNITIES

Group Horizon is an equal opportunities employer and is committed to diversity and inclusion.

It is the responsibility of the post holder to promote equal opportunity and recognition of diversity throughout the Company.

HEALTH AND SAFETY

The post holder will be required to:

- *Promote health, safety, and welfare throughout the Company*
- *Undertake their duties and responsibilities in full accordance with the Company's Health & Safety Policy and Procedures.*
- *Take responsible steps to safeguard their own safety and that of others with whom they work.*

TERMS AND CONDITIONS

Offers of employment are subject to a satisfactory reference, an employment check under the Asylum and Immigration Act 1996 and where needed, a satisfactory Enhanced CRB Disclosure

Group Horizon is an Equal Opportunities employer and will not discriminate in any area of employment, or in the provision of its services to the public and accepts its responsibilities to comply with all relevant legislation including the Sex Discrimination Acts 1975 and 1986, the Equal Pay Act

1970, the Race Relations Act 1976, the Disability Discrimination Act 1995, and the Rehabilitation of Offenders Act 1975.

This job description is intended as a guide to the main responsibilities and duties of the post and is in no way intended to restrict any individual in the performance of other duties within the general nature of the post as required by GHL. The job description will be reviewed and updated periodically in the context of organisational and developmental changes, in consultation with the post holder