



JOB DESCRIPTION

JOB TITLE:	Instructor/Assessor (Work-based Engineering)
Location:	Fraserburgh Campus based
Grade:	Grade 6
Line Manager:	Senior Assessor
Appraiser:	Senior Assessor

Main Functions:

1. To help North East Scotland College grow its Modern Apprenticeships provision across the region through strong engagement with employers and apprentices. To effectively deliver Work based engineering assessment and internal verification activities within a team of assessors based in the business and community Development sector.
2. To ensure that trainees are reviewed and assessed within appropriate timescales.

Main Duties - Generic

1. To implement College policies, particularly those relating to equality and diversity.
2. To implement Health and Safety and security measures in accordance with statutory and College requirements.
3. To develop effective working relationships internally and, where appropriate, with external partners.
4. To support effective quality assurance and quality improvement arrangements in the area of responsibility and constantly seek to identify and adopt best practice approaches
5. To participate in team and Departmental meetings.
6. To participate in the College's staff appraisal/performance management scheme and professional development arrangements
7. To comply with the College Data Protection Policy when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, student, customer, client, supplier or agent of the College.
8. To comply with the College's IT Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/Destruction Procedure

Main Duties – Specific

1. To work closely with the Senior Assessor and Employer Engagement Manager in order to grow Modern Apprenticeships provision across the region with new and existing employers
2. To prioritise assessment and review activity for Modern Apprenticeships and sponsored students.
3. To effectively deliver work-based assessment and internal verification activities in the relevant appropriate vocational area.
4. To implement practices of using an e-portfolio system for apprentices in the workplace.
5. To provide subject specific advice and guidance to employers and apprentices.

6. To assess apprentice competence for work-based assessments to comply with awarding bodies.
7. To submit regular reports on the progress and achievements of apprentices and sponsored students, and making recommendations as appropriate.
8. To assist in the enrolment of apprentices and sponsored students by ensuring that procedures are followed and accurate information is given and submitted to the College.
9. To complete such documents and returns as are requested by the MA administration team in an efficient and timeous fashion.
10. To participate in good practice dissemination events and embed good and innovative practice across area of responsibility.
11. To maintain up-to-date knowledge of those subjects delivered and undertaking recording of continuous professional development activities.

Note

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.

October 2025

PERSON SPECIFICATION

*(criteria marked * are desirable, all others are essential)*

QUALIFICATIONS

1. Educated to HNC level (SCQF Level 7) or equivalent in the relevant subject area
2. Have an SVQ level 3 in an engineering subject or have a minimum of 3 years industrial experience in engineering activities
3. Assessor training qualifications*
4. Verifier training qualifications*
5. Evidence of continuous professional development

EXPERIENCE AND KNOWLEDGE

1. Up to date vocational experience in the relevant area.
2. Experience as a trainer or experience of training staff in the relevant area
3. Up to date industry knowledge in the relevant area
4. Knowledge of the type of programmes available in further education
5. Knowledge of a range of assessment methods.

SKILLS

1. Oral and written communication skills
2. Numeracy skills
3. Able to work on own initiative and without supervision
4. The ability to prioritise tasks and meet deadlines.
5. Team working skills
6. IT literacy

PERSONAL QUALITIES

1. Self-motivated
2. Able to develop and maintain effective relationships with students
3. Committed to people development
4. Committed to customer service and quality improvement
5. Ability to relate to people
6. Able to develop positive working relationships

ADDITIONAL REQUIREMENTS

1. Commitment to College values and equal opportunities
2. Able to travel to other locations as required
3. Ability to work flexibly to meet the demands of the post
4. A willingness to study for relevant teaching and assessing qualifications