



JOB DESCRIPTION

JOB TITLE:	Civil Engineer/Brickwork Instructor/Assessor
Location:	Altens Campus
Grade:	Grade 6
Line Manager:	Curriculum Manager
Appraiser:	Curriculum Manager

Main Function:

To provide effective instruction to agreed standards to students on a range of Construction courses, including demonstrating the use of equipment, supervising groups of learners, assessing competence in knowledge and practical skills using material provided, helping to solve problems and suggesting different approaches to learning.

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 I.T. Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/Destruction Procedure.

Main Duties – Specific

1. To provide instruction to the specified standards (using the VLE as appropriate) and providing feedback to students on progress.
2. To supervise groups of students undertaking project work, practical work or on-site assessment and to support the delivery of Civil Engineering and Brickwork courses.

3. To assess competence using criteria agreed with teaching staff including work-based assessments when required.
4. To provide learning support to students as appropriate and ensuring that learning support records are kept up to date and submitted as required.
5. To submit regular assessments and reports on the progress and achievements of students and making recommendations as appropriate.
6. To assist in the enrolment of students by ensuring that procedures are followed and accurate information is given to the students and submitted to the College.
7. To supervise students undertaking examinations, where appropriate, including distributing question papers and examinations stationery to students and ensuring that all examination board regulations and College examination procedures are followed.
8. To record student attendances, in accordance with the College procedure.
9. To provide subject specific advice and guidance to students and potential students of the College as directed.
10. To exercise care in the use of equipment, and reporting faults to the appropriate authority.
11. To complete such documents and returns as are requested by college management in an efficient and timeous fashion.
12. To provide and document extended learning support to students as directed by lecturing staff.
13. To participate in good practice dissemination events and embed good and innovative practice in classes to enhance the learning experience of students.
14. To assist with the marketing of relevant courses
15. To help find and support appropriate work placements for students.
16. 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.

Oct 2026

PERSON SPECIFICATION

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

QUALIFICATIONS

1. SVQ level 3 (SCQF level 7 or equivalent) Qualification in Brickwork
2. Advanced Craft qualification in Brickwork*
3. Assessor training qualifications*
4. Evidence of continuous professional development

EXPERIENCE

1. Up to date vocational experience in the relevant area.
2. Experience as a trainer or experience of training staff in the relevant area

KNOWLEDGE

1. Up to date industry knowledge in the relevant area
2. Knowledge of the type of programmes available in further education
3. 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. Full driving licence to enable travel to assessment sites and 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