JOB DESCRIPTION

Job Title:	Workplace Assessor (Construction)
Current Grade:	Band F
Department:	Sustainable Construction
Reports to (Job Title Only):	Curriculum Team Manager
Date Form Created:	30/9/26
Similar Job Role (For Evaluation Purposes):	Instructor / current workplace assessors

Main Purpose of the Job

To support the delivery, assessment, and continuous development of high-quality learning within the Sustainable Construction Department, ensuring students develop the practical skills, knowledge, and behaviours required for employment and progression within the construction and net zero sectors. The postholder will contribute to an engaging learning environment, maintain strong links with industry partners, support learner achievement and retention, and help ensure provision meets awarding body, quality assurance, health and safety, sustainability, and Edinburgh College requirements.

Main Duties

Conduct workplace and school-based assessments and learner reviews.
Monitor learner progress and provide feedback.
Maintain assessment records and documentation.
Support internal verification and quality assurance activities.
Provide guidance to learners, employers, and workplace mentors.
Conduct employer visits and learner progress reviews.
Support learner achievement, progression, safeguarding, and wellbeing.
Contribute to quality improvement and CPD activities.

Position in Organisation

The Workplace Assessor reports to the Curriculum Team Manager and is part of the Sustainable Construction Department. The postholder works closely with lecturers, instructors, student support teams, employers, workplace mentors, and awarding bodies to support learner achievement and progression. The role has no direct line management responsibility but contributes to the development of learners' vocational skills and knowledge

Dimensions & Limits of Authority

Responsible for planning and conducting assessments within awarding body and College requirements.
Makes assessment decisions relating to learner competence and achievement.
Manages an allocated caseload of learners and prioritises assessment activity.
Exercises judgement when identifying barriers to learner achievement and determining appropriate support actions.

Refers significant learner, safeguarding, disciplinary, staffing, resource, or policy matters to the Curriculum Team Manager.
No budgetary or line management responsibility.

Key Contacts/Communication

Key Contacts/Communication
The Workplace Assessor is required to communicate effectively with a range of internal and external stakeholders to support learner achievement, quality assurance, and employer engagement.

Internal Contacts

- Curriculum Team Manager
- Lecturers and Instructors
- Student Support Services
- Quality and Compliance Teams

External Contacts

- Learners, Apprentices and School Pupils
- Employers and Workplace Mentors
- Awarding Bodies and External Verifiers
- Industry Partners

Purpose of Contact

- Exchange information relating to learner progress and achievement.
- Provide assessment feedback and guidance.
- Support employer engagement and workplace learning.
- Contribute to quality assurance and compliance activities.
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Nature of Communication *Communication is primarily through face-to-face meetings, workplace visits, learner reviews, email, telephone, online platforms, and College information systems. The postholder must communicate clearly and professionally with individuals from a wide range of educational, vocational, and industry backgrounds.*

Working Environment / Sensory & Physical Demands

The role is based across Edinburgh College campuses and partner premises throughout the Lothians. Regular travel is required to conduct locality based learning, workplace assessments, learner reviews, and employer visits. The postholder works in office, workshop, and active construction environments and must comply with all health and safety requirements, including PPE requirements where applicable. The role involves regular use of IT systems, periods of standing and walking, and observation of practical activities

PERSON SPECIFICATION

Qualifications, Knowledge & Experience	Essential or Desirable (E or D)	Assessment Method (Application/ Interview)
Educated to SVQ 3 in a Construction related subject	E	A
Basic knowledge of health & safety principles	E	A / I
Assessor's award qualification (L&D9DI, A1 or D32/33 Assessor qualification)	D	A
Verifiers award qualification (L&D11 or D34/35)	D	A
Advanced craft qualification	D	A
Knowledge of FE culture	E	A / I

Further Information
We operate a guaranteed interview scheme and open this to people from minority ethnic backgrounds; people living with a disability, the care experienced and Armed forces veterans - if you meet the essential criteria, you will automatically be selected for an interview. Applicants who are eligible under the Guaranteed Interview Scheme and who meet all of the essential criteria at the application stage will automatically be invited to interview. Please note that the successful candidate may be required to work flexibly to meet service needs, including varying working hours and working across different locations.

Key Dates
Advert Closing Date: Sunday 22nd November
Interview Date: Week beginning 30th November

APPROVAL – INTERNAL USE ONLY

Signature – Line Manager:	
Name:	Ryan Deighan
Job Title:	Curriculum Team Manager
Date:	2/11/26