

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	Trainer / Assessor
Post Reference:	0005-24
Reports to	Work Based Learning Manager
Department	Apprenticeships
Grade	026-029
Contract	Permanent
Location	Any College Campus

OVERALL PURPOSE

To inspire, motivate and coach apprentices, monitoring and assessing their progress on every element towards successful timely completion and achievement of the apprenticeship. To design, develop and deliver training / workshops as a key part of the off the job training, support the WBL Manager in implementing quality improvement processes and support the Business Development function by playing a key role in engaging employers to support growth and employer satisfaction.

ROLE PURPOSE

- To coach apprentices on a one-to-one basis and support the development of the skills, knowledge and behaviours as defined within the relevant apprenticeship.
- To monitor and assess the progress of Apprentices.
- To ensure compliance with the end-to-end Apprenticeship journey and the requirements of the appropriate standard/framework, funding body, awarding organisations and the college.
- To design, develop and deliver workshop training sessions in the workplace and/or on a college campus as part of off-the-job training for Apprentices.
- To support the WBL Manager in implementing quality assurance and quality improvement processes.
- To support the Business Development function by playing a key role in engaging with new and existing large employers to support growth and enhance employer satisfaction.
- To undertake any other duties as may be deemed to be commensurate with the grade of the post.
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KEY ACCOUNTABILITIES

- **To coach apprentices on a one-to-one basis and support the development of the skills, knowledge and behaviours as defined within the relevant apprenticeship.**

- 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 in a timely manner.
 - Assisting learners to complete work books and build up a portfolio of evidence for assessment.
 - Preparing and delivering workshops for students.
- **To monitor and assess the progress of apprentices.**
 - To work with colleagues to maintain records which track student achievement and performance on all aspects of the apprenticeship.
 - To produce schemes of learning, lesson / delivery plans, learning materials and assessment plans, and any other related activities that impact on learning effectiveness.
 - To devise, implement and review Delivery Plans / Individual Learning Plans.
 - To work closely with employers to review the training in the workplace against the delivery plan by undertaking regular progress reviews with both the employer and apprentice.
 - To ensure that apprentices reach their planned gateway date fulfilling all elements and liaise with the End Point Assessment Organisation to facilitate all parts of the apprentice's end point assessment.
 - To provide information, advice and guidance relating to progression opportunities.
- **To ensure compliance with the end-to-end Apprenticeship journey and the requirements of the appropriate standard/framework, funding body, awarding organisations and the college.**
 - To comply with all elements of the apprenticeship journey.
 - To use the College elected electronic portfolio and apprenticeship tracking system to record student attendance, plan and record feedback,
 - To develop eportfolios / student files and all other administrative duties associated with effective subject and course delivery.
 - To internally verify portfolios on a scheduled basis and provide assessors with feedback.
- **To design, develop and deliver workshop training sessions in the workplace and/or on a college campus as part of off-the-job training for Apprentices.**
 - Deliver differentiated teaching, learning and assessment strategies to meet learner needs.
 - Make effective use of independent learning technology (ILT) to enhance student learning in and out of the classroom.
 - Deliver academic support for students as required
- **To support the WBL Manager in implementing quality assurance and quality improvement processes.**
 - To contribute to the review and evaluation of curriculum programmes, self-assessment and the implementation of effective quality improvement plans.

- Take a lead role in the implementing of the College's quality assurance and quality improvement processes and take appropriate action to respond to the outcomes of the curriculum area
- Take a lead role in the design, development and review of apprenticeship standards.
- Provide an example of academic excellence within the course team.
- Take a lead role in internal and external quality assurance, inspections and quality reviews.
- To share best practice and resources in training, learning and assessment
- **To support the Business Development function by playing a key role in engaging with new and existing large employers to support growth and enhance employer satisfaction.**
 - To assist in the recruitment, selection, enrolment and education of potential apprentices.
 - To assist with the promotion and marketing of the College.
 - To support the BD team in developing new and enhancing existing relationships with employers providing specialist technical input and advice.
- **To undertake any other duties as may be deemed to be commensurate with the grade of the post.**
 - Work at any of the College sites on a temporary or indefinite basis and ensure compliance with college policies and procedures.
 - Have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
 - Uphold British Values, the college group's values and responsibilities with regard to equality and diversity.
 - Understand and adhere to college group Health and Safety policies and guidelines ensuring compliance with statutory legislation.
 - Maintain appropriate professional behaviours and attitudes.
 - To invigilate during examinations if and when requested.

PERSON SPECIFICATION – Job Title Post Reference:	ASSESSMENT METHOD					
	Essential	Desirable	Certificate	Application Documents	Reference	Selection Process
Qualifications						
A1 or TAQA 301-3 Assessor Award	★		★			
V1 or TAQA 401-3 or willing to work towards		★	★			
Appropriate degree or equivalent/relevant vocational qualification at level 3 or above.	★		★			
An introductory certificate in Teaching or willing to work towards			★			
Numeracy and Literacy qualifications (minimum Level 2)	★		★			
Up to date Continuous Professional Development	★			★		
Skills and Understanding						
Experience of successfully delivering apprenticeships in the occupational sector	★					
Successful, relevant and current experience in the occupational sector.	★					
Experience of delivery to timely achievement of frameworks / standards across levels 2-5 and all ages.	★					
Experience of working with EPAOs in the relevant occupational sector	★					
Experience of successful employer engagement within a college/training provider setting.	★					
Excellent communication skills both verbal and written.	★					★
Able to plan and manage own workload.	★			★		
IT literate.	★			★		
Experience of e-portfolio management, in particular Smart Assessor.	★			★		
Ability to multi task and meet deadlines.	★			★		
Able to work as part of a team.	★			★		
Excellent interpersonal skills.	★					★

PERSON SPECIFICATION – Job Title Post Reference:	ASSESSMENT METHOD					
	Essential	Desirable	Certificate	Application Documents	Reference	Selection Process
Ability to network and work with internal /external personnel at all levels.	★			★		★
Ability to lead students to the successful completion of their course.	★			★		★
Ability to use initiative and problem solve.	★			★		★
Personal Attributes						
Suitable to work with children and young people	★		★ Criminal records check via DBS	★	★	★
Proven ability to interact effectively with all members of the college community.	★					
Ability to act professionally at all times and uphold the college's values.	★			★		
Ability to operate flexible working hours to suit the occupational sector	★			★		
Commitment to providing a high standard of customer service, both internally and externally.	★			★		
Must be independently mobile throughout the Northeast	★			★		
To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.	★			★		
To uphold British Values, the college values and responsibilities with regard to equality and diversity.	★			★		
To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	★			★		
To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.	★			★		★
To uphold British Values, the college values and responsibilities with regard to equality and diversity.	★			★		★
To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	★			★		