

Job Description

Post:	Work based learning Trainer/Assessor
Salary Grade:	Band 5 of the SCC support staff pay scale
Responsible to:	Head of apprenticeship delivery – Services and Building Services
Responsible for:	n/a

Key Purpose

To understand the Education and Skills Funding agency funding rules in relation to work based learning, to be aware of and comply with eligibility criteria and to ensure quality of documentation is in line with internal and external audit requirements.

To be responsible for and implement the delivery comprehensive information, advice and guidance with candidates to determine their suitability for learning programmes and facilitate appropriate initial assessment where required

To be responsible for the effective management, delivery and deployment of work-based learning, vocational training and assessment within apprenticeship standards, stand alone or vocational qualifications.

To support the delivery of functional skills and invigilation of examinations in accordance with relevant guidelines when required.

To create and implement innovative delivery models aligned to individual and group needs for both group and individual learning session.

To deliver the highest quality training, instruction, guidance and support to all learners. To work towards outstanding and timely achievement on both individual qualifications and apprenticeship standards.

To Conduct assessment, evaluation and progress reviews as appropriate, using e-portfolio and other digital processes ensuring efficient working practices. To provide regular and purposeful reports to employers, learners and the college on progress and achievement. To ensure that



learners have clear action plans to allow for timely completion and achievement of agreed targets.

To be responsible for own continuous personal and professional development in chosen sector specialisms. To ensure effective and innovative support for all learners aligned to sector needs.

To Be responsible for maintaining comprehensive candidate tracking to ensure that the progress and status of learners is accurate and up to date in line with pre-determined progress targets. To provide regular learner progress updates for discussion with line manager at regular one to one meetings.

To undertake efficient record keeping and tracking using systems provided and stipulated by the college. This will include on-boarding, progress reviews, assessments, results, transfers, achievements, withdrawals and updating relevant information held in the college information systems.

To develop, maintain and enhance relationships with employers through high quality delivery solutions and best practice relationship management.

To fully comply with the college quality procedures, including self-assessment, internal and external quality assurance, compliance and implementation of college processes for continuous improvement

To meet pre-agreed key performance indicators aligned to retention, timely achievement, pass rates, quality and other business requirements.

To work effectively within the team to identify continuous improvement and new initiatives in response to quality assurance activities and employer and learner need.

Duties & Responsibilities

A	To participate in key college processes as required.
B	To act at all times in accordance with college policies e.g. health and safety, equality and diversity, inclusion, quality assurance and the college charter.
C	To work flexibly in the interest of the organisations as required.
D	To participate in performance reviews and undertake staff development activities as appropriate.



E	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for or come in to contact with.
F	To engage with employers and stakeholders for the purposes of training and development, ensuring suitability of the learning environment and employer support for learners.
G	Participate in the recruitment and interviewing of new learners, to gauge suitability for learning programmes including assisting with recruitment and marketing initiatives to meet contract demands.
H	Deliver knowledge input for apprenticeship standards and other vocationally related qualifications to individuals, in line with industry requirements, awarding organisation guidelines and OFQUAL quality requirements.
I	Support learners to improve their basic skills in literacy and numeracy. Support the delivery of functional skills when required and at a level appropriate to meet the needs of the learner and the apprenticeship standard.
J	Undertake initial assessment of learners' basic skills and prior learning and provide feedback to the learner. Decide on the most suitable course of support for the learner using assistance from specialist teams within the college as appropriate.
K	Undertake health and safety vetting of employers' premises in accordance with college requirements and funding regulations.
L	Ensure a high level of achievements against target at all times, within an agreed timescale, according to the individual training plan.
M	Fully engage with college quality processes and procedures including self-assessment, observations of practice and contractual compliance audit.
N	Undertake progress reviews with learners and employers in accordance with the contract and funding requirements.
O	Ensure exit interviews are undertaken for all learners and provide appropriate careers information.
P	Deliver relevant and appropriate training sessions to learners as per the agreed training plan.
Q	Develop and maintain up to date resources and learning materials to support delivery of apprenticeship standards and other vocationally related qualifications.
R	Effectively track and record learners' progress and performance, providing reports to line manager when requested.



S	Undertake staff development aligned to changes and updates as required and as appropriate for continued professional development.
T	To develop and maintain professional competence, attend staff meetings and training sessions as directed.
U	Undertake quality activities when required and work towards IQA qualifications within first 12 months if not already qualified
V	To carry out any other duties and responsibilities as reasonably directed by the line manager

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

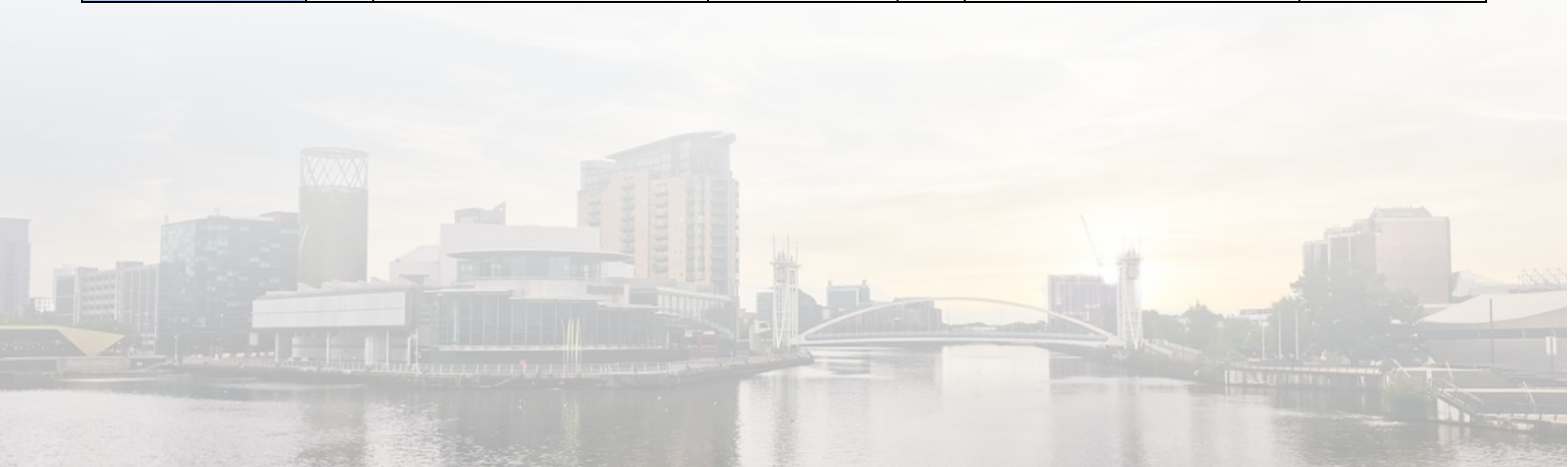
All post holders are expected to comply with the College’s policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:
Date:
Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Level 3 Assessor qualification	Application / Certificate	A	Level 4 IQA award	Application / Certificate
	2	Level 3 subject specific qualification	Application / Certificate	B	Teaching qualification, (CTTLS, DTTLs, Cert Ed)	Application / Certificate
	3	Initial teaching or training award (or willing to achieve within 12 months)	Application / Certificate			
Professional Development	5	Evidence of ongoing Professional Development	Application / Interview			
Experience	6	Occupational competence in early years or residential childcare setting	Application / Interview	C	Experience of delivering apprenticeships in residential childcare	Application / Interview
	7	Experience of training and assessing competence- based learning programmes	Application / Interview			
	8	Experience of co-ordinating competence- based programmes	Application / Interview			
	9	Experience of working with employers and stakeholders (e.g. awarding organisations)	Application / Interview			



Knowledge	10	Knowledge of recent developments in training, assessing and quality assuring learning programmes	Application / Interview	E	Knowledge of apprenticeship standards	Application / Interview
			Application / Interview	F	Knowledge of Ofsted inspection	Application / Interview
Skills / Qualities	11	Good organisational skills	Application / Interview			
	12	Good communication and motivational skills	Application / Interview			
	13	Flexible approach in order to achieve demanding targets	Application / Interview			
Other	14	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	15	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	16	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

