

JOB DESCRIPTION

POST TITLE: REGIONAL TRAINER / ASSESSOR –
BUSINESS ADMINISTRATION / CUSTOMER
SERVICE - TRAINING SOLUTIONS

POST NUMBER: WREQ1713

GRADE: LECTURER SCALE

JOB PURPOSE

As the Regional Trainer Assessor for Weston College's Training Solutions team, you will be facilitating the development of learners' skills, knowledge and behaviours through learning and assessment. You will utilise a full and varied range of teaching and training techniques to achieve delivery, in which assessment will occur through experiences at the College and / or the workplace.

KEY TASKS / DUTIES

As post-holder, you will be responsible to the Training and Development Manager for the following:

- Teaching, training, and assessing upon a range of accredited programmes to deliver the learning aims of students, as required. You will achieve this through general teaching, one-to-one tutorials, classroom style workshops, observations, reviews, and the assessment of students in the College and / or in the workplace.
- Preparing all necessary materials to carry out teaching, training, and assessment.
- Assessing students' work, files, and portfolios, etc., as required.
- Carrying out all associated organisational and / or administrative work to facilitate the delivery and assessment of students, which will include the maintenance of electronic records.
- Providing general counselling, information, advice, and guidance to students and employers as to the suitability of a particular course of study to meet their individual needs.
- Advising prospective students and employers on their training requirements within the staff representatives' area of expertise.
- Undertaking in-service training and continuing professional development, based upon individual and service needs.
- Sign posting students and / or employers to the appropriate college section in which to address specific welfare, counselling, and additional learning support matters, and following this up to ensure that appropriate action has taken place.

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- Acting as an ambassador of Weston College at all times, whilst undertaking your role, particularly in the employers' workplace, and positively promoting Weston College and its reputation at all times, referring to matters of student and employer needs' to the College.
- Understand and comply with ISO27001 requirements.
- Carrying out any other duties, commensurate with the grade and expectations of the post.

SPECIFIC DUTIES

- Agreeing and meeting performance targets.
- Liaising professionally, where appropriate, with external clients and workplace representatives, promoting the College and its associated and relevant educational products.
- Giving information, advice, and guidance, and helping recruit perspective candidates.
- Completing all paperwork, as directed by your line manager.
- Carrying out health and safety procedures in the workplace.
- Maintaining effective working relationships with employers, including employer visits.
- Monitoring and evaluating candidate progress and achievement throughout the programme, and keeping accurate and up-to-date assessor records and liaising with employers to confirm competence in the workplace.
- Prepare apprentices for end point assessment.
- Working efficiently and effectively to ensure the success of learners.
- Identifying learning support and monitoring 'at risk' learners.
- Delivering training in line with schemes of work, session plans, and employer overviews.
- Complying with quality assurance procedures.
- Attending team meetings and one-to-one meetings with your line manager.
- Assisting in the completion of course reviews.

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GENERIC TASKS / DUTIES

In addition to the above requirements, all representatives of the academic staff are required to:

- Complete all associated organisation / administrative work, preparation, and marking.
- Participate in standardisation and quality assurance of assessment.
- Deal with immediate student disciplinary and welfare problems.
- Keep and maintain specified student and class records.
- Plan, prepare, develop, and evaluate courses and course materials, and, where appropriate, supervise course provisions.
- Assist with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Participate in programme / school / college activities as requested, including parents' evenings.
- Participate and undertake staff appraisal and in-service training, which will be based upon an assessment of individual service needs.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.
- Be prepared to operate on a flexible year as required; academic staff will normally be expected to work not more than two evenings per week, on average.
- Undertake such duties as may be reasonably required, commensurate with the grade of the appointment.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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SUPERVISORY RESPONSIBILITY

Activities and assessors agreed.

SUPERVISION RECEIVED

Line Manager.

CONTACTS

Governors, all staff, members of public and various external agencies.

CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY

Lecturer Scale, Points 1-4: £23,486.00 - £27,996.00 per annum

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C or above (or equivalent), including English Language and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Professional experience in the required occupational area.	✓	
Educated to A Level or equivalent standard (e.g. NVQ L3).	✓	
Assessors Awards: TAQA, A award or D32 / 33.	✓	
Vocational Internal Verifier Award V1 or D34.		✓
Knowledge of Further Education curriculum, especially work based learning and apprenticeship provision.		✓
To comply with Information Security requirements in line with College policy.	✓	
To be able to work unsupervised demonstrating self-management when under pressure and in demanding situations.	✓	
Computer Literacy and good administrative skills.	✓	
Highly motivated with the ability to respond positively to change.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Full driver's licence and own transport.	✓	