**Job Description and Person Specification**

**Trainer/Assessor**

Trainer Scale Points 15-27

Responsible to the Team Leader

To deliver training and assessment on a range of courses up to Level 3 standard

**JOB ROLE**

1. To deliver training and assessment on a range of qualifications up to Level 3 standard equivalent together with underpinning knowledge. Delivery involves producing schemes of work, lesson plans, learning materials and assessment plans, any other related activities that impact on learning effectiveness.
2. To assist in the recruitment, selection, admission and education of students. Developing and reviewing Individual Learning Plans (ILPs).
3. 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.
* Assisting learners to complete work books and build up a portfolio of evidence for assessment.
* Facilitating NVQ workshops for learners.

1. To maintain records to track student achievement and performance.
2. To complete registers, maintain course and student files and all other administrative duties associated with effective subject and course delivery.
3. To work closely with Internal Verifiers to provide information and assessment outcomes and implement action points arising from Internal and External Verification.
4. To provide timely feedback on student progress and achievement.
5. To provide information, advice and guidance relating to progression opportunities.
6. To contribute to review and evaluation of curriculum programmes, self-assessment and the implementation of effective quality improvement plans.
7. To assist with promotional or marketing activity.
8. To share best practice and resources in training, learning and assessment.
9. To participate in and attend course/subject, School and College team meetings.
10. To prepare, maintain and monitor the training/workplace environment to meet Health & Safety standards.
11. To maintain high levels of housekeeping in the area.
12. To undertake any other duties, as required, appropriate to the grade of the post.

**GENERAL RESPONSIBILITIES**

All people who work for the College are expected to engage in normal business tasks such as:

* Know what and where the **College strategy** is, what it contains, and make sure what they do on a day to day basis is in line with the strategic objectives in some way.
* Ensure the work they do is of a high **quality** standard and College procedures and policies are followed at all times.
* Engage in personal **professional development** to keep up to date in industry/commercial issues, attend mandatory training, Principals addresses and the Staff Conference.
* Present the College in a **positive** way at all times with external clients, students, customers etc.
* Work flexibly and efficiently in order to **meet customers’ needs,** whilst maintaining the highest possible professional standards.
* Bring **new ideas** and try new ideas/approaches with an open min.
* Comply with the College’s **HR policies** and the **Health & Safety policy,** at all times.
* **Support** the College’s commitment to carrying out its functions with a view to safeguarding and promoting the welfare of children, young people and vulnerable adults.
* **Respect** everyone, regardless of who they are, in accordance with the College policy relating to equality and diversity. In doing this, ensure that everyone within the College is free from any kind of bullying/harassment.
* Fully engage in the **performance management** process.
* Maintain **confidentiality** and security of data at all times.
* Live the **values** in daily College life and embed in everything they do.

**OTHER**

It’s important we keep this document up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided.

This job description can be changed but only in consultation with you, your manager and if you wish, your trade union representative.

**PERSON SPECIFICATION**

**Trainer/Assessor**

**What will you need to be able to do the job?**

**Skills, Knowledge and Aptitudes**

Demonstrate excellent interpersonal skills and communication skills, both at a written and spoken level.

Be able to demonstrate personal leadership and management skills.

Have ICT skills equivalent to a minimum Level 2 standard.

Have good numerical skills equivalent to a minimum Level 2 standard.

**Qualifications & Training**

Possess appropriate vocational qualification to NVQ Level 3 or equivalent

Be committed to continuous professional development, particularly in the areas of ICT, training and learning assessment.

Hold an Assessor award.

**Experience**

Have a minimum of 3 years practical craft experience and be able to demonstrate a high level of practical skill.

Have experience of supervision of training an educational or workplace environment.

Have experience of undertaking assessments in college and in the workplace.

Have experience of NVQs in the relevant sector.

Have relevant industrial experience.

**Disposition**

Be able to demonstrate flexibility and adaptability in order to meet the challenges and demands of the role.

Demonstrate behaviour consistent with College values.

**Special requirements**

References which are satisfactory to the College

Medical Clearance

Enhanced DBS Clearance which is satisfactory to the College

Evidence of qualification certificates

**It would be even better if you also had…**

**Qualifications & Training**

Hold or be working towards a recognised teaching or training qualification.

Hold or be working towards a Verifier award.