

The Leicestershire College Job Description

1. Job Details

Job Title:	Trainer Assessor for Engineering - Mechanical Manufacturing
Competency Level:	Curriculum Support 3
Job Number:	93523
Reporting To:	Work Based Learning Coordinator
Department:	Apprenticeship Team
Annual Salary (FTE):	Competitive Salary
Date:	July 2019

2. Job Purpose

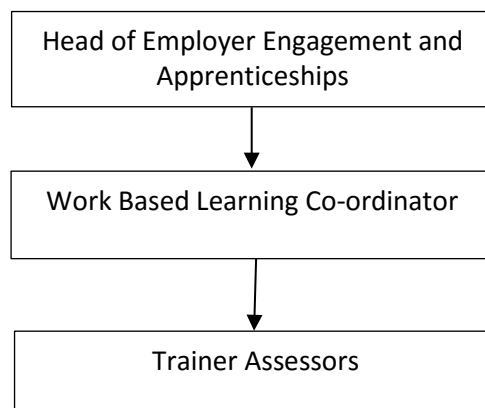
To deliver training and conduct training and assessment as appropriate on and off site as required to facilitate timely or relevant success of learners and provide a wide range of training solutions based on employer needs.

The Trainer Assessor will report to the Work Based Learning Co-ordinator and will make a considerable contribution to the College's aim to provide outstanding quality and responsiveness in training, learning and assessment in this subject area.

3. Dimensions

- a) Capital and Revenue Budgets – Not Applicable
- b) Staff Numbers – Direct and Indirect – Not Applicable
- c) Other Statistics – Not Applicable

4. Organisation chart



5. Key Responsibilities

- To act as a Trainer Assessor, in the workplace or on college premises, to provide training and or/ assessment in appropriate disciplines for groups of learners or individual learners on a range of programmes.
- Take responsibility for a caseload of candidates ensuring timely completion within agreed timescales appropriate for level and individual needs.
- Complete the enrolment process; sign up of learners and completion of all enrolment documentation; provision of Information, Advice and Guidance (IAG) for learners and employers.
- To hold progress reviews with learners in line with programme requirements, for example recording 20% Of the Job Training, completion of assessments / assignments and portfolio compliance.
- Set targets for learners and monitor and record learners progress and success in a timely manner in line with Awarding Organisation requirements. Report and take action in respect of any concerns; liaise closely with the Work Based Learning Co-ordinator.
- Provide feedback on learners' work and assignments, including marking distance – learning assignments where relevant, liaising with employers or workplace mentors and providing guidance and support to learners.
- Lease with key stakeholders: lectures, functional skills tutors, programme leads, curriculum managers in regard to learners progress and attendance to ensure success across all elements of apprenticeship programmes.
- Contribute to and participate in the assessment, moderation process and quality assurance procedures for all programmes/ training provision, including Internal Verification to the prescribed standards. Contribute to the review and evaluation process in order to ensure year on year improvements
- Contribute to learning materials and resources including online/VLE support, liaising with the curriculum area to ensure appropriate and consistent use of high quality materials.
- Assist with and undertake employer and learner questionnaires or surveys and feedback to improve the quality of training as appropriate.
- Work with employers to identify and develop training opportunities; promoting the work of the College as appropriate and using the College's CRM system. Liaise with and refer leads to the Business Development team as appropriate.
- To comply with best practice administrative and quality assurance systems.
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.

- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.
- Be prepared to deliver training flexibly including during unsociable hours and at locations throughout the region.

6. Key Result Areas

Action	Result
Organise regular visits to train / assess learners in the work place or other setting	To ensure learners are supported and on track to achieve
Provide timely, detailed feedback to the learner	To ensure all learners achieve to the best of their ability
Complete relevant records of all assessments	To maintain accurate tracking of learners progress
To participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained
To co-ordinate students on vocational programmes within agreed timescales	To ensure learners achieve in a timely manner
Participate in staff development opportunities and mandatory training	To ensure teaching and learning is up to date and maintained to the highest standards

7. Key Working Relationships and Communications

Internal:

Head, WBL Co-ordinator, Assessors/Tutors, Administration Staff, Support Services Staff

External:

Learners, Employers, Awarding Bodies, Regulatory Bodies

8. Scope for Impact

Not Applicable

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess a relevant vocational qualification at an appropriate level	•		Application/ Certificates
2	Possess a relevant assessor qualification	•		Application/ Certificates
3	Possess or be willing to work towards a level 3 teaching/assessing qualification		•	Application/ Certificates
4	Possess an honours degree or equivalent in Engineering or vocationally related subject		•	Application/ Certificates
5	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
5	Extensive experience in the Engineering Industry	•		Application/ Interview/ Task
6	Experience of supporting and managing diverse groups of students		•	Application/ Interview
7	Proven experience of motivating students to achieve excellent results	•		Interview
8	Experience contextualising and embedding learning to meet specific learning needs		•	Application/ Interview/ Task
9	Evidence of effective use of ICT/ILT in all aspects of work		•	Interview/ Task
10	Experience of training and assessing in an educational institution	•		Application/ Interview
SKILLS & KNOWLEDGE				
11	Good teaching and learning skills		•	Interview/ Task
12	Experience of active learning and assessment methods	•		Interview/ Task
13	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a vocational context	•		Interview
14	Work flexibly and to deadlines	•		Interview
15	Excellent planning, administration and organisational skills	•		Interview/ Task
16	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview

17	Work independently and as a part of a cross-curricular team		•	Interview
18	Provide clear feedback to students and key staff	•		Interview
19	Possess a vocational background knowledge and an ability to engage with vocational content		•	Interview
BEHAVIOURS				
20	Ability and interest to keep up with developments in the manufacturing engineering industry	•		Interview
21	Motivate and relate with students from a range of different cultural backgrounds		•	Interview/ Task
22	Comply with professional standards at work	•		Interview
23	Show commitment to the improvement and maintenance of standards	•		Interview
24	Promote the College's equal opportunities policy and practices	•		Interview
25	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **July 2019** and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	