



JOB DESCRIPTION

POST TITLE: REGIONAL TRAINER/ASSESSOR – ENGINEERING
POST NUMBER: WREQ2524
GRADE: LECTURER SCALE 1-4

JOB PURPOSE

As the Regional Trainer Assessor in Engineering, you will be undertaking the assessment and co-ordination of Apprenticeship achievement within the Advanced Engineering and Computing (AEC) Faculty at Weston College.

It will be your role as the Assessor to maximise Apprenticeship completion across the range of Engineering pathways offered at Weston College and to ensure that apprentices are supported through their Apprenticeship journey to successful completion.

As post-holder, you will need to be qualified to at least Level 3 (Level 4 preferred) in Engineering, with a comprehensive experience and understanding of wider engineering procedures, such as mechanical, electronics, mechatronics or aerospace.

KEY DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to the Dean of Faculty, reporting to the Training & Development Manager – Engineering for the following:

- Assessing apprentice competence within a college and work-based environment.
- Assess, monitor and track apprentice's progression using nominated online systems.
- Preparing, maintaining and monitoring periodic reports of apprentice progression through their apprenticeship journey.
- Preparing assessment planning activities of engineering apprentices, ensuring all aspects of the apprenticeship standard or framework is met within a timely manner.
- Identifying and supporting Digital, Maths and English (Functional Skills) needs of apprentices, ensuring levels of attainment are met within a timely manner.
- Identifying and supporting the End Point Assessment (EPA) needs of apprentices, meeting such within a timely manner.
- Building and fostering effective working relationships with employers.

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- Maintaining quality assurance procedures as part of the engineering quality process.
- Supporting the Business Growth Team in canvassing and recruiting new employers across engineering pathways.
- Supporting students in their progression to either employment or other courses within the College.
- Taking part in recruitment activities and being able to offer information, advice and guidance to those looking to follow an engineering career path or associated subject area.

GENERIC DUTIES AND RESPONSIBILITIES

In addition to the requirements of the post above, all Academic staff are required to:

- Complete all associated organisation / administrative work, preparation and marking.
- Deal with immediate apprentice disciplinary and welfare problems;
- Participate in programme / school / college activities as requested, including information evenings.
- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety policies.
- Be prepared to operate on a flexible year, as required; members of the academic staff will normally be expected to work not more than two evenings per week, on average.
- Comply with Information Security requirements, in line with Weston College policy.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.



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HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate 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.

CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY

Lecturer Scale 1-4: £23,840.00 to £28,418.00 per annum, plus a market-rate supplement for exceptional candidates.

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.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

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 4 (equivalent or above), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and in Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
A Level 3 Engineering Qualification, which is appropriate to the work.	✓	
A Level 4 Engineering Qualification, which is appropriate to the work.		✓
A degree-level qualification within the Engineering Sector.		✓
Current knowledge and understanding of the Engineering Sector.	✓	
Significant, relevant employment within the Engineering Industry.	✓	
Knowledge of assessment practices within apprenticeships.		✓
Assessor and Verifier Awards, or equivalent. <i>All apprentices for Assessor posts must possess a recognised Assessors Qualification or be prepared to gain (with the assistance of the College) the within the first year of service. You will also be required to gain appropriate Verifier Awards in line with duties.</i>		✓
Computer literacy.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responsiveness to students' needs.	✓	
Recognised UK Driving Licence, and access to own transport.	✓	