

# JOB DESCRIPTION

POST TITLE: REGIONAL TRAINER / ASSESSOR – HEALTH & SOCIAL CARE (80%, BIRMINGHAM TO GLOUCESTER)  
POST NUMBER: WREQ2067  
GRADE: LECTURER SCALE

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## **JOB PURPOSE**

As the Regional Trainer / Assessor – Health & Social Care, you will be facilitating the delivery of the learning and assessment of students. You will be achieving this delivery through a full and varied range of teaching and training techniques, in which assessment will occur through experiences at the College and / or from the workplace.

## **KEY DUTIES AND RESPONSIBILITIES**

As post-holder, you will be responsible to your line manager for the following key duties:

- 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 assessments 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 and advice to students and employers 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's area of expertise.
- Undertaking in-service training and continuing professional development, which will be based upon individual and service needs.
- 'Sign posting' students and / or employers to the appropriate college section, addressing specific welfare, counselling, and additional learning support matters, and following upon these matters to ensure that the appropriate action has taken place.

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- Acting as the 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 all matters of student and employer needs to the College.
- Carrying out any other duties, commensurate with the grade and expectations of the post.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

This post comes with specific duties that you, as post-holder, will be responsible for:

- Agreeing to and meeting performance targets.
- Liaising professionally with external clients and workplace representatives, where appropriate, and promoting the College and its associated, relevant educational products.
- Giving information, advice, and guidance, and to help 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.
- Working efficiently and effectively, ensuring 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-ones with your line manager.
- Assisting the completion of course reviews.

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## **GENERAL DUTIES AND RESPONSIBILITIES**

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

- Complete all associated organization / 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 and Safety at Work Act 1974 and the College's Health and 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.
- Comply with Information Security requirements, in line with Weston College policy.

## **HEALTH AND SAFETY**

All Weston College representatives 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.



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## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes. You will have the responsibility to identify your own professional development needs in conjunction with your line manager.

## **SUPERVISORY RESPONSIBILITY**

None.

## **SUPERVISION RECEIVED**

Line manager.

## **CONTACTS**

Governors, all staff, the public, and various external agencies.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service for academic staff applies.

## **SALARY**

Lecturer Scale 1-4: £18,883.20 to £22,508.80 per annum (actual).

## **HOURS**

Hours of attendance: Part-time, 29.6 hours per week.

Annual leave: 225.2 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 year 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 Environment (VLE) 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.**

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
Professional experience in the required occupational area.	✓	
Educated to A-Level standard (or equivalent; e.g., NVQ Level 3).	✓	
Vocational Assessors Awards: New A Awards (TDLB D32 / 33).		✓
Vocational Internal Verifier Award (V1 or D34).		✓
Nursing, clinical, and / or health and social care occupational experience.	✓	
Relevant nursing and / or health and social care occupational qualification.	✓	
To be able to work unsupervised, demonstrating self-management when under pressure and in demanding situations.	✓	
Computer literate, with 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 Driving Licence.	✓	