

JOB DESCRIPTION

TITLE: Employability Trainer/Assessor

GRADE: Scale 9

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To teach and assess learning on a range of Employability courses and Sector-based work academy programme (SWAP), which include 16-19 and adult learners. Courses range from entry level to level 3, including college-based qualifications and workforce development.
- To work effectively as a member of the team, liaising with Deputy Group Director, Senior Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.

- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other lecturing staff:

- 2.1 To participate in College-wide projects and tasks;
- 2.2 To work in other support services areas to meet the specific needs of workload peaks;
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the College

3. Particular to the Post:

- 3.1 To induct, train, invigilate and assess students studying accredited Employability and wider competence-based qualifications both in College campuses and on employers' and offsite premises.
- 3.2 To plan teaching in detail to build on students' capabilities and prior knowledge and develop student-centred teaching and learning strategies, which contribute to, increased retention, achievement and progression.
- 3.3 To prepare and deliver flexible training programmes that develop the knowledge and vocational skills, good habits that learner needs to achieve their qualification and succeed in finding employment.
- 3.4 To encourage students to take a responsible and conscientious attitude to their own work and independent study.
- 3.5 To act as a point of contact between the Partnerships & Employability Department, JCP, employers and awarding bodies in relation to Employability qualifications.
- 3.6 To plan and undertake learner initial & diagnostic assessments sessions and the compilation of individual learning plans.
- 3.7 To undertake course reviews and other procedures in order to meet the College's quality requirements and the requirements of the Education Inspection Framework.
- 3.8 To feedback regularly to the lead Internal Verifier on student progress and attend meetings as necessary and ensure all assessment documentation is maintained, is complete, up-to-date and legible.

- 3.9 To map training courses to accredited qualifications and undertake appropriate assessment and review procedures to meet the requirements of Awarding Bodies.
- 3.10 To keep records of all training sessions delivered that clearly set out session aims, objectives and activities.
- 3.11 To drive and support the College's commitment to engage with a range of employers to provide work-based learning opportunities for students and to support activities in the classroom.
- 3.12 To support students secure employment and keep records of student destination and employment outcome.
- 3.13 To work as part of a team and take an active part in team meetings, curriculum development, standardisation across all programmes.
- 3.14 To have experience of working in a fast paced, evolving environment with the ability to manage multiple priorities.
- 3.15 To have excellent organisational skills with a demonstrated ability to manage a busy schedule/workload under pressure.
- 3.16 To have a strong commitment to personal and professional ongoing development

4. Person Specification:

	Essential	Desirable
EXPERIENCE	Relevant Vocational experience as appropriate for area of delivery. Teaching experience in 16-19 provision and Adult provision	At least two years experience of delivering training or supporting young people and adults some of whom may have demonstrated attitude and or behaviour problems.
QUALIFICATIONS & TRAINING	AET/PTLLS minimum Level 3 vocational qualification (or evidence of occupational competence). TA element of TAQA (or A1) Level 2 literacy, numeracy, ICT skill	Full Teaching Qualification i.e. Cert Ed, C&G 7307, CTLLS, DTLLS Full Assessor Qualification Current First Aid Certificate
ABILITIES	To work to deadlines/targets and under pressure. To deal effectively with challenging behaviour and change attitude. To build rapport quickly and	Effectively network to build and maintain effective relationships internally and externally.

	<p>adapt to learner needs and communication to inspire, motivate and challenge participants.</p> <p>Excellent communication skills both written and verbal</p>	
IT SKILLS	<p>Proficient in Microsoft Windows systems, Microsoft Office, and other common IT applications</p>	

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.