

JOB DESCRIPTION

TITLE: HPS Trainer/Assessor

GRADE: Trainers Pay scale

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To support, monitor and visit work placements for learners
- To assess skills in the workplace and complete documentation

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

2. In common with all other 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/will require working in other campuses of the College.

3. Particular to the Post:

- 3.1 To monitor and visit work placements/employed students.
- 3.2 To assess skills in the work place and complete documentation;
- 3.3 To explore and develop non paper-based assessment methodologies;
- 3.4 To develop links with and provide support for employers and supervisors who provide work experience, training or employment;
- 3.5 To monitor the quality of the experience of students on work placement and provide feedback to tutors;
- 3.6 To complete the documentation to ensure that students are continuously assessed and monitored whilst on work placement;
- 3.7 To assess the skills of students against awarding body standards;
- 3.8 To provide feedback on assessment outcomes and to review and set up targets with students in the workplace;
- 3.9 To check Health & Safety standards in the workplace environment using College documentation;
- 3.10 To liaise with employers concerning the progress of students at College;
- 3.11 To assist with action planning for evidence collection and portfolio building;
- 3.12 To represent the college at external fora as required
- 3.13 To liaise with the Internal Verifier as required.

4. Person Specification:

- 4.1 A1 Assessor Award;
- 4.2 Recent relevant industrial experience;
- 4.3 Excellent communication and inter-personal skills with an understanding of the particular challenges faced by people working or seeking to join the sectors;

- 4.4 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.5 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.

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.