



Job Description	Trainer Assessor – Business Administration
<p><b>Role Specific</b></p> <ol style="list-style-type: none"> <li>1. Deliver all elements of relevant Business Unit apprenticeship programmes including: training, mentoring, learner reviews, timely feedback and assessment (in particular preparing apprentices for their end point assessment).</li> <li>2. Deal with student recruitment, admission and induction procedures</li> <li>3. Be involved in student, College and company inductions</li> <li>4. Take a “hands-on” approach with students, coaching and demonstrating best practice in line with the new Standards</li> <li>5. Conduct initial assessment of student needs</li> <li>6. Maintain accurate student records</li> <li>7. Identify and facilitate the placement of students in order to ensure that both student and employer needs are met</li> <li>8. Plan and record students’ training plans</li> <li>9. Monitor the progress of students ensuring that appropriate support is provided in order to improve retention and timely achievement</li> <li>10. Ensure assessments meet awarding body standards</li> <li>11. Complete training records in accordance with College procedures</li> <li>12. Be involved in the internal verification process of assessment</li> <li>13. Facilitate the assessment and delivery of Functional Skills, where appropriate</li> <li>14. Assist in the implementation of quality improvement plans in order to raise standards</li> <li>15. Establish and maintain good relationships with employers</li> <li>16. Ensure a safe working environment for all students</li> <li>17. Ensure appropriate registration of qualification aims</li> <li>18. Ensure high quality provision; measure and monitor progress against overall and timely success rates, learner retention and progression</li> <li>19. Action any issues regarding learner attendance, behaviour or other causes for concern</li> <li>20. Ensure pro-active and effective liaison with appropriate organisations and the wider community, to the benefit of the College</li> </ol>	
<p><b>College Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Share the College’s Vision, Mission, Values, Behaviours and communicate them effectively.</li> <li>2. Participate in Staff Review and Professional Development activities and be actively involved in the College’s culture of high expectation.</li> <li>3. Value diversity and promote equality.</li> <li>4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies.</li> <li>5. Contribute to cross-college events.</li> <li>6. Adhere to College policies and procedures including health and safety.</li> <li>7. Ensure good communication at all levels.</li> <li>8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults.</li> <li>9. Any other duties that the Principal considers appropriate.</li> </ol>	





Person Specification	Trainer Assessor – Business Administration
	Essential / Desirable
<b>Qualifications and Attainments</b>	
GCSE grade C or equivalent qualification in English and Maths	Essential
NVQ Level 3 or equivalent in a relevant subject (Business Administration)	Essential
A1 qualification	Desirable
V1 or equivalent qualification	Desirable
A teaching qualification	Desirable
<b>Training, Experience and Knowledge</b>	
Current commercial/industrial experience	Essential
Ability to motivate young people toward achievement of their planned objectives	Essential
Experience of delivery and assessment of qualifications	Desirable
Experience of working with awarding bodies and co-ordinating training activities	Desirable
Assessment of qualifications and progressive levels	Desirable
Ability to work within a quality framework	Desirable
Ability to set and schedule objectives	Desirable
<b>Personal Skills and Attitudes</b>	
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communication skills	Essential
Be a team player	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Ability to develop and promote relevant curriculum effectively	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Ability to use ILT in classroom delivery including interactive whiteboard technology	Essential
Driving licence and access to own transportation	Essential

