



JOB DESCRIPTION

POST TITLE: REGIONAL TRAINER / ASSESSOR – HEALTHCARE SCIENCE
POST NO: WREQ2127
GRADE: LECTURER SCALE 1-4

JOB PURPOSE

As the Regional Trainer Assessor for Weston College you will be facilitating the development of student' skills, knowledge and behaviours through learning and assessment. You will utilise a full and varied range of teaching and training techniques to achieve delivery, in which assessment will occur through experiences at the College and/or the workplace.

KEY DUTIES AND RESPONSIBILITIES

The person appointed will be responsible to the Training & Development Manager for the following:

- Teaching, training, and assessing upon a range of accredited programmes to deliver the learning aims of student, as required. You will achieve this through general teaching, one-to-one tutorials, classroom style workshops, observations, reviews, and the assessment of student in the College and/or in the workplace.
- Preparing all necessary materials to carry out teaching, training, and assessment.
- Assessing student' work, files, and portfolios, as required in line with College timescales.
- Monitoring and evaluating student progress and achievement throughout the programme on Smart Assessor and other electronic platforms, keeping accurate and up-to-date records and liaising with employers to confirm competence.
- Preparing and co-ordinating the students for End Point Assessment process ensuring engagement and agreement of their employer and the EPA organisation.
- Monitor and support effective quality improvement procedures as part of the wider team.
- Contributing to the development of new studentships standards as appropriate.
- Ensuring 'at risk' students are identified in a timely manner and strategies are put in place to mitigate early leavers.

JOB DESCRIPTION

- Ensuring employers are engaged in their studentship programmes, are involved in the creation of the 'Employer Plan' and participate in reviews of progress.
- To identify destination outcomes for student and employers and ensure the achievement of required destinations at the end of the programme.
- Advising prospective student and employers on their training requirements within your area of expertise.
- Undertaking in-service training and continuing professional development, based upon individual and service needs.
- Sign posting student and / or employers to the appropriate college section in which to address specific welfare, counselling, and additional learning support matters, and following this up to ensure that appropriate action has taken place.
- Acting as an 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 matters of student and employer needs to the College.
- Understand and comply with ISO27001 requirements.

SPECIFIC DUTIES

In addition to the above duties, the post-holder will be responsible for:

- Agreeing and meeting performance targets.
- Liaising professionally, where appropriate, with external clients and workplace representatives, promoting the College and its associated and relevant educational products.
- Giving information, advice, and guidance, and helping recruit perspective student.
- Carrying out health and safety procedures in the workplace.
- Working efficiently and effectively to ensure the success of student.
- Attending team meetings and one-to-one meetings with your line manager.
- Assisting in the completion of course reviews.



JOB DESCRIPTION

GENERIC TASKS / DUTIES

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

- Complete all associated organisation / administrative work, preparation, and assessment.
- Participate in standardisation and quality assurance of assessment.
- Deal with immediate student disciplinary and welfare problems.
- Keep and maintain specified student and class records.
- 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 & Safety at Work Act 1974 and the College's Health & 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.

CONTACTS

Internal and external clients and partners, student, staff within the organisation especially faculty staff.

HEALTH AND SAFETY

All 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.



JOB DESCRIPTION

CONDITIONS OF SERVICE

The College standard Contract of Service applies for Management Spine staff.

SALARY

Lecturer Scale, Points 1-4: £23,604.00 to £28,136.00 per annum.

HOURS

Hours of attendance: Full-time, 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 Environment (VLE). Digital platforms, including e-portfolios 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 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
Professional experience in the required occupational area.	✓	
Educated to A Level or equivalent standard (e.g. NVQ L3).	✓	
Assessors Awards: TAQA, A award or D32 / 33.		✓
Vocational Internal Verifier Award V1 or D34.		✓
Knowledge of Further Education curriculum, especially work based learning and apprenticeship provision.		✓
To comply with Information Security requirements in line with College policy.	✓	
To be able to work unsupervised demonstrating self-management when under pressure and in demanding situations.	✓	
Computer Literacy and 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 driver's licence and own transport.	✓	