

Post Title: Lecturer/Trainer Assessor

Responsible to: Head of Apprenticeships

## **Main duties:**

### **Teaching, Learning and Assessment**

The post holder will be expected to:

- To ensure that students achieve their academic potential by contributing to the effective planning, outstanding delivery and implementation of formative and summative assessment in line with the awarding body requirements
- To develop and deliver best practice in learning, teaching and assessment
- To assess and record students' progress systematically using the recognised College systems and to use assessment to inform planning of lessons to support students to achieve their academic potential
- Deliver high quality training to individuals and groups ensuring that learners progress and achieve their qualifications or programme in a timely manner.
- To provide accurate and regular feedback on student progress and outcomes to managers and students and to use this information to continuously improve teaching and learning
- To monitor and manage student attendance and promote positive behaviour for learning, following college procedures for any unacceptable behaviour
- Understand the requirements of frameworks/standards, plan an effective training and assessment model and review and track learners against the relevant.
- To ensure that the achievement rates on Apprenticeship and NVQ programmes meet College targets and exceed national standards.
- Work with learners to ensure timely achievement of Apprenticeship and avoid them becoming out of funding.
- Provide excellent pastoral support through individual reviews and 1:1s to ensure that barriers to learning are minimised and learners are supported to complete their programme of study.
- Contribute effectively to the meeting of College funding targets, maximising progression and timely achievement ensuring that students do not become 'out of funding'.

- Work with the employer engagement team to establish and maintain strong employer relationships through the delivery of outstanding customer service and secure new business with new and existing employers

## **Duties**

- To undertake training, assessment and delivery of all aspects of the Apprenticeship including functional skills, and portfolio building in the workplace and, where required in college premises to support the learner's progress and achievement.
- To provide initial advice and guidance, initial assessment, enrolment and induction for apprentices and work based learners.
- To prepare appropriate training, assessment and action plans, to support learners in their acquisition of skills and knowledge and monitor their progress.
- To provide 1-2-1 support for learners/apprentices as appropriate and carry out reviews on a timely basis.
- To track and monitor learners/apprentices' progress throughout the Apprenticeship, provide feedback to learners as appropriate and to keep tracking systems up to date. To ensure learners'/apprentices' files, attendance records and other paperwork is accurate and kept up to date.
- To keep learner, employer and other staff informed of learner progress and ensure all contribute to the plan of action which ensure learners timely success.
- To ensure relevant learner/apprentices' data is accurate, complete and passed to MIS in a timely way and in accordance with the College's quality system. This to include withdrawals; transfers; assessment and examination results; ALS returns; updating of information held in the College information system to enable the tracking of learner progress on a real time basis.
- To provide summary reports of learners'/apprentices' progress to Quality Assurance Leaders as required. To ensure adherence to both College and Awarding Bodies' policies and quality processes.
- To prepare and organise arrangements and documentation, including learners' portfolios for IV and EV moderator visits. To carry out IQA duties where appropriate and to attend IV and EV visits as required.
- To form positive relationships with employers to ensure employer fully understands the training programme and any involvement expected from the employer and to generate new business.
- To undertake health and safety appraisals of workplaces and to ensure learners are aware of Health and Safety policies and regulations related to the

workplace facilities, machinery and other physical resources and know how to keep themselves safe.

- To be involved in the development of new programmes in response to employer demands and sector changes.
- Be accountable, but manage own time effectively and update Outlook calendar in line with organisation's procedures.
- To take an active part in exhibitions and events and any other marketing opportunities, in liaison with the Marketing Team.
- To be responsible for an agreed workload or targets and to ensure performance targets are met and participate in the college's appraisal process.
- To attend and contribute to regular team meetings.
- To be responsible for own continuous professional development by keeping up to date with current development relating to vocational qualifications, internal and external verification requirements, participating in College staff development events as appropriate and maintaining up to date vocational skills.
- To work with or develop links with other College curriculum teams where appropriate.
- To support work-based assessors through A units.
- To contribute and promote safeguarding at all times, to ensure the safety and security of Children, young people and vulnerable adults.
- Undertake such other duties as may be reasonably required of the post-holder. This may include teaching, practical instruction and student assessment and other related activities.

### **Required Qualifications**

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- Relevant vocational qualification at Level 3 or above
- A Award
- Recognised Learning and Development qualification at Level 3
- V Award
- Teaching Qualification

### **Required Knowledge**

- Understanding of quality in training and assessment
- Good understanding of the needs of employers
- Knowledge of apprenticeship training programme in relevant sector

- Relevant industry knowledge

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

### **Variation to this Job Description**

#### **September 2018**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.