

JOB DESCRIPTION

POST TITLE: VOCATIONAL TRAINER ASSESSOR/TUTOR -
APPRENTICESHIPS (COACHMAKERS)
POST NUMBER: WREQ1988
GRADE: LECTURER SCALE

JOB PURPOSE

As a Vocational Trainer Assessor/Tutor you will deliver apprenticeships in the South West and be responsible for timely completions and 95% success rates. You will have a minimum caseload of 45 learners, with expected start dates of September and October.

It will be your role as the Assessor to maximise Apprenticeship completion across the range of Coaching pathways offered at Weston College and to ensure that candidates are supported through their Apprenticeship journey to successful completion.

As post-holder, you will need to be qualified to at least Level 3 in one or more areas of the Coaching Sector, with a comprehensive experience and understanding of wider sports/ coaching agenda.

KEY DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to the Head of Faculty for the following:

- Conduct Initial Assessment and ILP with Learners and complete enrolment paperwork for apprenticeship programme;
- Meet each learner at least once every 4 weeks to plan, review and assess the NVQ units and support the learner throughout their programme;
- Complete a review every 8 weeks with the learner and their employer;
- Adhere to quality assurance procedures on a monthly basis; complete and submit tracking sheets, attend standardisation meetings, keep learner office files up to date, undergo CPD and observations;
- Coordinate Functional Skills delivery for learners and plan delivery with an allocated tutor;
- Deliver relevant technical certificate for Apprenticeship Framework;
- To use Smart Assessor for the delivery and development of the apprentice, whilst maintaining employer input;

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- Conduct Initial Assessment and ILP with Learners and complete enrolment paperwork for course;
- Plan and prepare resources for delivery.

As a Coachmakers tutor you may be asked to deliver on the following courses:

- Level 3 NVQ Diploma in Supporting the Delivery of Physical Education and School Sport;
- Level 3 award in Employment Awareness in Active Leisure and Learning;
- Level 2 NVQ in Activity Leadership;
- Level 2 Certificate in Coaching;
- Level 2 certificate in Fitness Instructing.

GENERIC DUTIES AND RESPONSIBILITIES

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

- Attend any relevant training related to your role;
- Assist in the development of materials and resources for any new courses;
- Support Coachmakers team with any ad hoc projects that may arise. This may be running sessions with community groups or supporting our community development projects;
- To carry out all duties and responsibilities in a professional and courteous manner;
- Actively support Coachmakers mission of engagement to employment;
- To work effectively with all staff to ensure a positive experience for all customers and compliance with external contractual agreements;
- Committed to delivering to the highest standards and continuous improvement through self-assessment;
- To undertake professional development activities, pro-actively ensuring that your skills remain relevant and up-to-date in order to allow you to effectively carry out your duties and responsibilities;
- To encourage and support the professional development of others;

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- Undertake duties as required at any Coachmakers delivery venues, including partner's venues;
- Undertake any duties that are required by your Line Manager in line with achieving the business aims and objectives;
- To follow Coachmakers policies and procedures set out for health, safety and well-being;
- Attend any training provided for health, safety and welfare, and for personal and professional development;
- Actively promote equality, diversity and inclusion in line with Coachmakers Equality, Diversity and Inclusion policy;
- Display a commitment to the protection and safeguarding of children and vulnerable adults;
- Comply with Information Security requirements, in line with Weston College policy;
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

HEALTH AND SAFETY

All members of 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.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY

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

HOURS

Hours of attendance: 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 Environments (VLEs) 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 (equivalent or above), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and in Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
A Sports Coaching qualification at Level 3 or higher.	✓	
Teaching Qualification. <i>If you do not hold this qualification, you will be expected to work towards a recognised Teaching Qualification within the first two years of commencing this position (with the assistance of the College).</i>	✓	
Experience of coaching children in a sports capacity.	✓	
Current knowledge and understanding of Coaching responsibilities.		✓
Recent experience of working in a School Sport Environment.		✓
Knowledge of assessment practices within apprenticeships.		✓
Assessor and Verifier Awards, or equivalent. <i>All candidates for Assessor posts must possess a recognised Assessors Qualification or be prepared to gain (with the assistance of the College) the within the first year of service. You will also be required to gain appropriate Verifier Awards in line with duties.</i>	✓	
Computer literacy.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responsiveness to students' needs.	✓	
Recognised UK Driving Licence, and access to own transport.	✓	