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| **Job Description** | **Trainer Assessor – Fabrication and Welding** |
| **Role Specific**   1. Deliver all elements of relevant Business Unit programmes including: training, mentoring, learner reviews, timely feedback and assessment 2. Deal with student recruitment, admission and induction procedures 3. Be involved in student, College and company inductions 4. Take a “hands-on” approach with students, coaching and demonstrating best practice in line with the new Standards 5. Conduct initial assessment of student needs 6. Maintain accurate student records 7. Identify and facilitate the placement of students in order to ensure that both student and employer needs are met 8. Plan and record students’ training plans 9. Monitor the progress of students ensuring that appropriate support is provided in order to improve retention and timely achievement 10. Ensure assessments meet awarding body standards 11. Complete training records in accordance with College procedures 12. Be involved in the internal verification process of assessment 13. Facilitate the assessment and delivery of Functional Skills, where appropriate 14. Assist in the implementation of quality improvement plans in order to raise standards 15. Establish and maintain good relationships with employers 16. Ensure a safe working environment for all students 17. Ensure appropriate registration of qualification aims 18. Ensure high quality provision; measure and monitor progress against overall and timely success rates, learner retention and progression 19. Action any issues regarding learner attendance, behaviour or other causes for concern 20. Ensure pro-active and effective liaison with appropriate organisations and the wider community, to the benefit of the College | |
| **College Responsibilities**   1. Share the College’s Vision, Mission, Values, Behaviours and communicate them effectively. 2. Participate in Staff Review and Professional Development activities and be actively involved in the College’s culture of high expectation. 3. Value diversity and promote equality. 4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies. 5. Contribute to cross-college events. 6. Adhere to College policies and procedures including health and safety. 7. Ensure good communication at all levels. 8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults. 9. Any other duties that the Principal considers appropriate. | |

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| **Person Specification** | **Trainer Assessor – Fabrication and Welding** |
|  | **Essential / Desirable** |
| **Qualifications and Attainments** |  |
| GCSE grade C or equivalent qualification in English and Maths | Essential |
| NVQ Level 3 or equivalent in a relevant subject (Fabrication and Welding) | Essential |
| A1 qualification | Essential |
| V1 or equivalent qualification | Desirable |
| A teaching qualification | Desirable |
| **Training, Experience and Knowledge** |  |
| Current commercial/industrial experience | Essential |
| Experience of delivery and assessment of qualifications | Essential |
| Ability to motivate young people toward achievement of their planned objectives | Essential |
| 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 |
| **Personal Skills and Attitudes** |  |
| 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 |