JOB DESCRIPTION

POST TITLE: VOCATIONAL TRAINER ASSESSOR – ENGINEERING
POST NUMBER: WREQ2007
GRADE: LECTURER SCALE

JOB PURPOSE

As the Vocational Trainer Assessor – Engineering, you will be undertaking the assessment and co-ordination of Apprenticeship achievement within the Advanced Engineering and Computing (AEC) Faculty at Weston College.

It will be your role as the Assessor to maximise Apprenticeship completion across the range of Engineering 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 Engineering Sector, with a comprehensive experience and understanding of wider engineering procedures, such as fabrication, machining and engineering technicians.

KEY DUTIES AND RESPONSIBILITIES

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

- Assessing candidate competence within a college and work based environment;
- Preparing, maintaining and monitoring periodic reports of candidate progression through their apprenticeship journey;
- Preparing assessment planning activity of engineering candidates, ensuring all aspects of the apprenticeship framework is met within a timely manner;
- Identifying and supporting Maths and English needs of candidates, ensuring levels of attainment are met within a timely manner;
- Identifying and supporting IT, PTLS and ERR needs of candidates, meeting such within a timely manner;
- Building and fostering effective working relationships with employers, including nominated work based recorders;
- Working closely with the Subject Area Manager for Engineering, ensuring clarity of each candidate's technical certification progress/completion;

- Monitoring and supporting effective quality assurance procedures as part of the engineering quality team;
- Canvasing and recruiting new employers across Engineering Pathways through Trailblazer Apprenticeship opportunities;
- Providing advice and guidance to students in their progression to either employment or other courses within the College;
- Contributing to the development of Trailblazer Apprenticeships through standards development as appropriate;
- Taking part in recruitment activities and being able to offer information, advice and guidance to those looking to follow an engineering career path or associated subject area.

GENERIC DUTIES AND RESPONSIBILITIES

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

- Complete all associated organisation/administrative work, preparation and marking;
- Deal with immediate apprentice disciplinary and welfare problems;
- Participate in programme / school / college activities as requested, including information evenings;
- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs;
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety policies;
- Undertake individual and / or collaborative research and consultancy work, agreed by Weston College management, as part of the lecturers' current duties;
- Be prepared to operate on a flexible year, as required; members of the academic staff will normally be expected to work not more than two evenings per week, on average;
- 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.

JOB DESCRIPTION

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.

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, plus a market-rate supplement.

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. *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.*	✓	
A Level 3 Engineering Qualification, which is appropriate to the work.	✓	
A degree-level qualification within the Engineering Sector.		✓
Current knowledge and understanding of the Engineering Sector.	✓	
Significant, relevant employment within the Engineering Industry.	✓	
Knowledge of assessment practices within apprenticeships.		✓
Assessor and Verifier Awards, or equivalent. *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.*		✓
Computer literacy.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal 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.	✓	