

Job Description: Skills Officer / Work based Trainer and Assessor

Title:	Work based Learning Assessor/Trainer 0.5
Grade:	Lecturer 21-29*
Activity:	Regulated
Contact Hours:	Annual maximum: 865-1080 hours (pro-rata)
Responsible to:	Head of Faculty

Job Purpose:

To provide an outstanding learner experience through teaching, training, reviewing, and assessing learners, enabling timely achievement.

Main Responsibilities:

1. Provide Teaching, Training, Learning and Assessment
- 1. Teaching, Learning and Assessment**
 - 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
 - 1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
 - 1.3 Prepare schemes of work, lesson assessment and IV plans.
 - 1.4 Coordinate and prepare for EV visits, IQA and end point assessments.
 - 1.5 Take responsibility as framework lead as / when required.
 - 1.6 Identify any changes in the WBL curriculum offer (out of date or new courses) and work with Business Solutions and Head(s) of Faculty to implement necessary changes.
 - 1.7 Work with the Faculty Programme Leads and Work Based Tutors in the same subject area to ensure maximum efficiencies and standardization for all learners and apprentices.

- 1.8 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 1.9 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.10 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.11 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.12 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.13 Participate in appropriate quality assurance procedures.
- 1.14 Prepare learners for a range of accreditation and assessments.
- 1.15 Maintain accurate and detailed student records including the writing of reports and references.
- 1.16 Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.17 To track the progression of learners, including workplace reviews, to ensure timely achievement.
- 1.18 Provide specialist advice to learners and organisations regarding vocational and work-based qualifications, delivery and progression options.
- 1.19 Keep up to date with curriculum advancements and ensure all programs are relevant and fully funded.
- 1.20 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. **Additional Duties**

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of learners.
- 2.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 2.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.



Person Specification

Lecturer /Skills Officer / Work based Trainer and Assessor

Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	Recent experience working within the Hairdressing and Barbering industry	✓	✓
	Working effectively within a team to meet shared objectives	✓	✓
	Using own initiative to drive forward work		✓
	Teaching or training young people and adults	✓	✓
	Desirable:		
	Experience delivering bespoke courses to a range of partners	✓	✓
	Experience of developing training solutions	✓	
	Achieving targets	✓	
Skills and Abilities	Essential:		
	Good communication skills (at all levels)		✓
	Ability to inspire young people & adults	✓	✓
	IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point)	✓	✓
	Driving Licence held for 2 years with no more than 6 points.	✓	
	Ability to record and report on progress towards complex data sets	✓	✓
	Desirable:		
	Attention to detail	✓	✓

Criteria		How Evaluated	
		Application	Interview
Qualifications	Essential:		
	Recognised vocational qualification at level 3 or above in Hairdressing	✓	
	Willingness to complete the Cert Ed within 3 academic years of joining the college	✓	
	Recognised Assessors Award / TAQA (A1 or equivalent)	✓	
	GCSE English & Maths at C grade or above (or equivalent)	✓	
	Desirable		
	Teaching qualification (DTLLS / Cert Ed / PGCE)	✓	
	TAQA (V1 or equivalent)	✓	
Personal Qualities	Essential:		
	Enthusiasm and drive for subjects taught	✓	✓
	Excellent time management	✓	✓
	Desirable:		
	Passion for teaching and assessment and learning in the life-long sector	✓	✓
Mandatory Requirements	Essential:		
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College		✓
	Commitment to equal opportunities		✓