



# JOB DESCRIPTION

**POST TITLE:** VOCATIONAL TRAINER / ASSESSOR –  
FUNCTIONAL SKILLS

**POST NUMBER:** WREQ2521

**GRADE:** LECTURER SCALE

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## **JOB PURPOSE**

As post-holder, you will be responsible for teaching Maths and English on a range of Functional Skills Courses within the Traineeship and Apprenticeship framework. You will join the Work Based Learning Functional Skills Team who are responsible for the delivery of Maths and English to local businesses, Weston College Trainees and Weston College Apprentices of different ages and in various settings.

## **KEY TASKS/DUTIES**

As post-holder, you will be responsible to the Head of Work Based Learning English, Maths and ICT and ultimately to the Head of Apprenticeships for the following:

- Delivering high-quality teaching and learning on a range of courses at different levels and contexts, both discrete and in the workplace.
- Proactively tracking and recording student progress, ensuring that accurate and reliable information on the predicted achievement and success of learners is readily available.
- Completing and using initial assessments of learners (BKSB), ensuring that their learning needs are met.
- Acting as a Link Tutor, ensuring that external assessments and exams are organised and communicated to vocational staff and their students effectively.
- Achieving key targets, in terms of attendance, retention, achievement and timely success.
- Delivering additional workshops and one-to-one additional support, where appropriate, ensuring that all learners can succeed.
- Ensuring Quality Assurance processes are implemented and are robustly complied with.
- Setting and monitoring targets for students, ensuring that regular assessment feedback is provided and that this feedback supports them to improve.



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- Liaising with the Head of Work Based Learning English, Maths and ICT and the Vocational Coordinator, updating them on student progress and ensuring that issues impacting on a learner's progress can be effectively addressed.
- Building on existing learning materials that are contextualised to vocational areas, available online (through Virtual Learning Environments; VLEs), and effectively meet the needs of learners and awarding body requirements.
- Working with the Functional Skills Team to improve the capacity of all Assessors, effectively developing the Maths and English skills of their learners through promotion and the delivery of Continuous Personal Development (CPD) sessions as appropriate.
- Being an active and corporate member of the BEC Functional Skills Team, supporting the implementation of an effective cross-college and workplace Functional Skills Strategy.

## **GENERIC DUTIES**

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

- Complete all associated organisation/administrative work, preparation and marking.
- Participate in standardisation and quality assurance of assessment.
- Deal with immediate student disciplinary and welfare problems.
- Keep and maintain specified student and class records.
- Plan, prepare, develop and evaluate courses and course materials, and, where appropriate, supervise course provisions.
- Assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements.
- Participate in Programme/School/College activities as requested, including parents' evenings.
- Participate and undertake staff appraisal and in-service training, which will be based upon an assessment of individual service needs.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.



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- 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 College policy.
- Undertake such duties as may be reasonably required, commensurate with the grade of the appointment.

## **SUPERVISORY RESPONSIBILITY**

None.

## **SUPERVISION RECEIVED**

Line manager.

## **CONTACTS**

Governors, all staff, members of public and various external agencies.

## **HEALTH AND SAFETY**

All representatives 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.

## **SPECIFIC INFORMATION**

If successful, you will be based at South West Skills Campus, Locking Road (BS22 8NL), but you will be delivering to learners at all sites and to apprentices within various workplaces. Therefore, this post requires a degree of flexibility.

## **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: £23,840.00 to £28,418.00 per annum.

## **HOURS**

Hours of attendance: Full-time, 37 hours per week.

Lecturer contact hours: 828 hours per annum.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays.

Weston 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 skills in using technology to enhance learning, including the use of the Virtual Learning Environment (VLE) 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 C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Teaching Qualification. <i>All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the College) a teaching qualification within the first two years of service.</i>	✓	
Degree (or equivalent), which is appropriate to the work.		✓
Postgraduate and/or relevant professional experience.		✓
Willingness to undertake a Subject Specialist Qualification.	✓	
Relevant successful teaching experience in Maths at Entry Level and to at least Level 2. <i>You may be required to undertake further training in Maths to ensure your Learners' success.</i>	✓	
Ability to teach English Functional Skills at Entry Level to Level 2.		✓
Knowledge and experience of current teaching and learning strategies.	✓	
Highly motivated and committed to developing Maths and English.	✓	
Excellent organisational and administrative skills.	✓	
Excellent interpersonal skills and the ability to work in a team.	✓	
Empathetic and inclusive approach to learners.	✓	
Innovative and flexible approach to the delivery of Maths and English.	✓	
Promoting a culture of involvement, listening and being responsiveness to students' needs.	✓	
Full Driving Licence and access to own transport.	✓	