



Job Description	Trainer Assessor – Health and Social Care
<p><b><u>Role Specific</u></b></p> <ol style="list-style-type: none"> <li>1. Deliver all elements of relevant Business Unit programmes including: training, mentoring, learner reviews, timely feedback and assessment</li> <li>2. Deal with student recruitment, admission and induction procedures</li> <li>3. Be involved in student, College and company inductions</li> <li>4. Take a “hands-on” approach with students, coaching and demonstrating best practice in line with the new Standards</li> <li>5. Conduct initial assessment of student needs</li> <li>6. Maintain accurate student records</li> <li>7. Identify and facilitate the placement of students in order to ensure that both student and employer needs are met</li> <li>8. Plan and record students’ training plans</li> <li>9. Monitor the progress of students ensuring that appropriate support is provided in order to improve retention and timely achievement</li> <li>10. Ensure assessments meet awarding body standards</li> <li>11. Complete training records in accordance with College procedures</li> <li>12. Be involved in the internal verification process of assessment</li> <li>13. Facilitate the assessment and delivery of Functional Skills, where appropriate</li> <li>14. Assist in the implementation of quality improvement plans in order to raise standards</li> <li>15. Establish and maintain good relationships with employers</li> <li>16. Ensure a safe working environment for all students</li> <li>17. Ensure appropriate registration of qualification aims</li> <li>18. Ensure high quality provision; measure and monitor progress against overall and timely success rates, learner retention and progression</li> <li>19. Action any issues regarding learner attendance, behaviour or other causes for concern</li> <li>20. Ensure pro-active and effective liaison with appropriate organisations and the wider community, to the benefit of the College</li> </ol>	
<p><b><u>College Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. Share the College’s Vision, Mission, Values, Behaviours and communicate them effectively.</li> <li>2. Participate in Staff Review and Professional Development activities and be actively involved in the College’s culture of high expectation.</li> <li>3. Value diversity and promote equality.</li> <li>4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies.</li> <li>5. Contribute to cross-college events.</li> <li>6. Adhere to College policies and procedures including health and safety.</li> <li>7. Ensure good communication at all levels.</li> <li>8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults.</li> <li>9. Any other duties that the Principal considers appropriate.</li> </ol>	





Person Specification	Trainer Assessor – Health and Social Care
	Essential / Desirable
<b>Qualifications and Attainments</b>	
GCSE grade C or equivalent qualification in English and Maths	Essential
NVQ Level 3 or equivalent in a relevant subject (Health and Social Care)	Essential
A1 qualification	Essential
V1 or equivalent qualification	Desirable
A teaching qualification	Desirable
<b>Training, Experience and Knowledge</b>	
Current commercial/industrial experience	Essential
Experience of delivery and assessment of qualifications (Health and Social Care, with a focus on providing adult care and/or care to those with disabilities)	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
<b>Personal Skills and Attitudes</b>	
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

