

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Assessor/Trainer in Fabrication and Welding
Responsible To:	Head of Section
Department:	Engineering
Salary Grade:	Grade D - £23,455-£27,193

JOB ROLE

Sandwell College is a large Engineering training provider and are currently looking to appoint a Trainer Assessor in Engineering to cover the West Midlands and surrounding areas.

This role requires you to visit apprentices in industry settings ensuring that they are meeting their qualification objectives in practical, theoretical, Maths and English. You will ensure learners are well prepared to take their End Point Assessments and delivery associated qualifications as part of the apprenticeship.

We are looking for a Engineering Assessor/Trainer focused on manufacturing-based sector and experienced in fabrication and welding The role will be classroom and work based, assessing a cohort of students on apprenticeships and full-time learners.

You will be a good team player who will happily help out within other sectors in the centre passing on their knowledge of industry, within full time designated paid work hours.

You must be an experienced Fabricator and Welder and have worked in industry, we are also asking for people from Industry that are willing to train as an assessor in this remit.

You will also be teaching in college as part of the apprenticeship programme and be mostly on the road visiting small business in the engineering sector.

You will also play an important role in the development of apprenticeship standards.

KEY DUTIES

No	Description of Duties
1	To guide and support learners in their progression and achievement of an "Apprenticeship Standards", through effective and engaging training, along with regular visits in-company that ensure the implementation of learning in the workplace.
2	Deliver and facilitate assessment and training in all aspects of fabrication and welding that encourages accelerated learning and results in new knowledge and skills being applied into the workplace.

3	Evaluate and modify training delivery as a result of delegate satisfaction and key stakeholder feedback. Complete the required number of in-company reviews required for each apprentice, supporting them to implement the new knowledge and skills learnt during college training into their day-to-day work.
4	Engage and coach the learner's line manager to provide adequate support and guidance needed by the learner during the working day.
5	Manage and support the learner to collect the necessary evidence, both during the review visits and whilst attending college, to ensure progression for their qualification, including all aspects of an apprenticeship standard and Functional Skills to secure excellent success rates
6	Monitor and review learner issues on a regular basis, taking any necessary action to limit the number of early leavers from the Engineering programmes. In addition to quickly intervene should any issues arise with solutions and action plans
7	Manage and complete both business and personal administration within given timescales i.e. delegate satisfaction results, expenses, review documents, reports etc.
8	Ensure knowledge of all subject areas including technical training and competitors (other training companies) is kept constantly updated by way of self-development.
10	Work as part of the assessing team and give feedback and offer ideas and suggestions for improving team performance.
11	Understand where the role fits within the programme team and work closely with programme team colleagues on specific projects.
12	To engage with existing and new employers in Business Development to identify vacancies for new apprentices to maintain your caseload.
13	Any other duties reasonably requested by the line manager.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title:

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	Qualifications		
1.1	Educated to GCSE level grade C or above including Maths & English (or equivalent)	✓	
1.2	Certificate in Education or Level 5 Teaching Qualification		✓
1.3	NVQ Level 3 or Equivalent in and Engineering discipline (F&W)	✓	
1.4	Hold a D32/33/A1/TAQA or working towards	✓	
1.5	Hold a D34/V1		✓
2.	Experience		
2.1	Minimum 5 years' experience in working in a similar training provider		✓
2.2	Experience of assessing and training in Engineering	✓	
2.3	Experience of managing caseloads	✓	
3.	Skills/Abilities		
3.1	Be able to present information to learners and colleagues using ILT	✓	
3.2	Ensure a high level of confidentiality at all times and work effectively as a team player maintaining the highest professional standards	✓	
3.3	Ability to work under pressure to meet deadlines and targets	✓	
3.4	Undertake appropriate training when required to do so	✓	
4.	Qualities		
4.1	Willingness to work within a team to implement college strategic policy	✓	
4.2	Flexibility in delivering training and assessments at external venues	✓	
4.3	Prepared to actively participate in new developments in particular the apprenticeship standards	✓	
4.4	Genuine understanding of a commitment to Equal Opportunities in practice	✓	
5.	Other Requirements		
5.1	Hold a valid UK driving licence and have the use of a vehicle	✓	