BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title:** Trainer

**Department:** Business, Warehousing & Logistics

**Reporting to:** Line Manager

**Grade** T2

**Summary of the Post**

To plan, co-ordinate, deliver, assess and review the learning activities associated with learners including preparation for end-point assessment and the monitoring of off the job training.

**Main Duties**

* To manage and monitor the progress of a caseload of learners, organise workplace assessment visits and provide a point of proactive and regular contact with employers.
* To interview and conduct a skills analysis and associated initial assessments as part of the recruitment process.
* To produce and monitor individual training plans for learners and contribute to their updating, encompassing all elements of the delivery programme.
* To conduct work based assessments and internal verification in line with Awarding Body requirements.
* To develop appropriate work based assessment materials to support skills, knowledge and behaviours.
* To plan, prepare and deliver in accordance with the curriculum needs.
* To provide appropriate, constructive and timely written feedback, in accordance with college policies, to prepare learners for their end-point assessment activities.
* To attend and participate in standardization and training activities to ensure a consistent approach.
* To ensure that all learners and employers receive appropriate training in the use of the organisational VLE platform.
* To carry out and support the compliance procedures and processes associated with the delivery of learners.
* To provide appropriate individual guidance and support to learners and refer to specialist agencies where appropriate e.g. additional learning support

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies
* Participate in relevant and appropriate training and development as required
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Specific Duties**

* Effectively plan and deliver outstanding training and development as required by the standards individualised based on learner skills scan
* Prepare learners for end point assessment
* Supporting / motivating learners to ensure progression for their qualification
* Supporting development of learners to maximise full potential / stretch knowledge
* Identifying additional learning needs, providing guidance, support & resources
* Maintaining / enhancing relationships with existing learners / employers / business support teams
* Reviewing concerns to limit any early leavers from programme
* Maintain occupational competencies through work placements and relevant CPD.
* Responsible for providing an outstanding learner experience from enrolment to completion
* Assist in the marketing, recruitment, selection, interviewing and induction processes
* Work flexibly including occasional early morning, evenings and weekend work
* Create training strategies, initiatives and materials as required to deliver an outstanding programme of learning
* Conduct progress reviews with learner and employers as directed by the Programme Manager
* Maintain accurate records of planning, delivery and monitoring utilising OneFile
* Track and compile data as required for the effective delivery of the programme
* Assist in the conducting of employer and learner surveys

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 – Trainer / Assessor**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | NVQ level 3 or equivalent in an occupational area or Level 4 qualification in related field  Assessor Awards D32/33 or A1/2 or willingness to work towards.  Level 4 teaching qualification e.g. CTLLS (or willingness to work towards).  Level 2/GCSE maths and English qualifications (C or above) | Internal verification award | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | At least 2 years’ work experience in a relevant discipline | Experience of undertaking formal employee assessment in the work place  Experience of assessing against Apprenticeship Standards  A successful record of working with employers and generating repeat business. | Application Form  Interview  Performance of task / test at interview |
| **Skills and Knowledge**  Includes abilities and intellect | Understanding and experience of delivering apprenticeship programmes.  Understanding and experience of compliance procedures. | IT skills (Word, Excel, PowerPoint)  Understanding and experience of delivering standards and end point assessments.  Experience of delivering higher and degree apprenticeships.  Experience of e-portfolio systems and procedures. | Application Form  Interview  Performance of task / test at interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | Self-motivated  Ability to manage own time effectively to achieve maximum productivity  Reflective, and embraces new initiatives in order to improve performance.  Good interpersonal skills  Flexible approach to work |  | Application Form  Interview  Performance of task / test at interview |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Motivation to work with children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults  Emotional resilience with challenging behaviours |  | Interview  References  DBS Checking Service |