Human Resources
Job Description

Position details:

Job Title:	Trainer Assessor in Accounting
Department:	Employer Responsive
Reporting To:	ER Team Leader
Pay Scale:	22 - 35
Salary:	£22,959 - £33,735 per annum
Status:	Permanent
Working Hours:	37 hour per week
Annual Contact Hours:	1218 hours per annum

Overview of Job:

- To participate in recruitment and selection activities.
- To plan, prepare and undertake 1218 hours per annum of training and assessment activity in a College training facility or in a student's place of work, of which up to 540 hour per annum of your workload may be scheduled to the delivery of practical training programmes in a College training facility or the student's place of work.
- To deliver underpinning knowledge, Functional Skills and other elements required within an Apprentice frame work.
- To plan for, assess and give feedback to all students in the work place.
- To carry out internal verification duties.
- To provide a point of communication for students, employers and staff.
- To liaise and work co-operatively with organisations such as awarding bodies, professional organisations and placement providers.
- To proactively promote the credibility of the courses within the professional arena, institutions and professional organisations.
- To maintain professional updating and understanding of curriculum developments and demands.
- To assist in developing the delivery and assessment plans for the courses provided and to administer relevant documentation.
- To ensure that course related documentation is maintained to a high standard in accordance with the requirements of the College, curriculum Area and Awarding Bodies.
- To ensure that all data and tracking documentation and systems are fully embraced and implemented to meet the requirements of the college, curriculum area and awarding bodies.
- Tasks related to the job role e.g. other short courses, may be allocated by the Line Manager to fulfil contracted hours.
- Any other duties commensurate with the grade of post.

The post holder will be expected to deliver training some evenings and from external training venues.

Key Responsibilities and Accountabilities:

- Receive students to the College, by providing information and advice, and enrol students onto courses.
- To deliver underpinning knowledge, Functional Skills and other elements required within an Apprentice frame work.

- Develop assessment procedures and opportunities that are directly linked to the scheme of work and deliver training where required to support student's preparation for assessment opportunity.
- Assist students with action planning and recording achievement.
- To set and mark assignments and examinations and conduct assessments both for internal progress monitoring and external certification. As well as assessing students work in accordance with awarding body requirements, to internally verify students work, and to liaise with awarding bodies as required.
- To negotiate and achieve targets for retention and achievement of students and identify opportunities for Functional skills, ERR, and PLTS evidence to be generated from main programme/workplace activity.
- Maintain comprehensive records detailing student achievement from evidence generated through training and assessment activity in a College setting or from their place of work.
- To undertake developments of the curriculum to support the curriculum area and to take part in course reviews and course development activities, and to work with colleagues to improve and develop the courses.
- To plan for, assess and give feedback to work placed learning candidates.
- To attend external and internal meetings, as well as fully contributing to team meetings.
- To work with Line Manger to identify training needs and actively seek out relevant training and development opportunities in liaison with Professional Development, and take responsibility for own continuous professional development.
- Ensure a high level of confidentiality at all times.
- Manage an agreed caseload of students.
- Safeguard the well-being of students, including responsibility for reporting child protection matters to the College Child Protection Co-ordinator.

Mandatory Requirements:

- **Commitment to Safeguarding** - Safeguard the wellbeing of students, including responsibility for reporting concerns to the College Safeguarding Team.
- **Commitment to the Prevent Duty** – To prevent students and staff from being drawn into terrorism, including responsibility for reporting concerns to the College Safeguarding Team.
- **Disclose & Barring Service (DBS) Check** - All staff will be required to have an enhanced DBS check, formally known as CRB check.
- **Commitment to Equality and Diversity** - To comply with the requirements of the College's Equality & Diversity Policy and to promote Equality & Diversity in all activities, including responsibility for reporting concerns to the College's E&D Operational Group.
- **Health and Safety** - To comply with the requirements of the Health and Safety at Work Act 1974. To fulfil your duties in accordance with College Health & Safety policy and procedures.
- **Continued Professional Development (CPD) –** To be committed to their own continuous professional development.
- **Code of Conduct –** To adhere to the code of conduct.

Attribute	Criteria	Essential / Desirable
Core Competences	Always considers the impact of decisions on the student.	Essential
	Leads by setting an example and sharing experiences.	Essential
	Plans and schedules a variety of tasks in advance, managing priorities as appropriate.	Essential
	Monitors and reviews progress of own work and that of others.	Essential
	Keeps appropriate records as required and ensures integrity of information.	Essential
	Works to agreed standards and seeks to improve standards.	Essential
	Pays attention to detail and has a methodical approach.	Essential
	Sets and meets deadlines.	Essential
	Has self-confidence and is able to present ideas and arguments to others.	Essential

	Has significant professional knowledge gained through qualification, practice and theoretical/conceptual understanding.	Essential
	Ensures skills and knowledge are up to date through undertaking continuing professional development.	Essential
	Regularly seeks out new methods and applies new knowledge in field of expertise.	Essential
	Able to deliver a fresh perspective.	Essential
	Checks that others have understood.	Essential
	Modifies method of communication as appropriate.	Essential
	Actively listens and modifies own communication accordingly.	Essential
	Uses resources effectively and looks for ways to improve efficiency and effectiveness.	Essential
	Challenges existing approaches and looks for ways to improve.	Essential
	Positive, enthusiastic and encourages others.	Essential
	Understands how their own role contributes to the bigger picture and modifies behaviour and action accordingly.	Essential
	Establishes co-operative and effective working relationships with a range of people and organisations.	Essential
	Shares expertise, knowledge and experience openly.	Essential
	Embraces and implements change.	Essential
	Is committed to achievement in role and supports others to achieve.	Essential
Experience	Successful experience of designing and delivering assessment programmes.	Essential
	Experience of assessing and training in appropriate subject area.	Essential
	Knowledge/Experience of working within a relevant sector.	Essential
	Up to date knowledge of the Ofsted and Adult Learning Inspectorate process.	Essential
	Experience of managing caseloads of candidates.	Essential
	Experience of identifying and applying functional skills, ERR and PLTS evidence collection opportunities alongside the main programme.	Essential
Skills and Abilities	The ability to deliver excellence in teaching, learning, tutoring and assessment processes.	Essential
	Ability to assess Functional Skills within the main programme.	Essential
	Effective written and verbal communication.	Essential
	The ability to increase recruitment, retention and achievement whilst maintaining quality standards.	Essential
	The ability to work under pressure and meet deadlines and targets.	Essential
	Must be able to recognise discrimination and an awareness of equal opportunities.	Essential
	Must be reliable, flexible and patient.	Essential
	Strong commitment to College values.	Essential
	Commitment to achieving excellence through continuous curriculum and personal development.	Essential
	Committed to equal opportunities issues in the learning environment.	Essential
	Prepared to actively participate in new developments.	Essential
	Willingness to work within a team to implement college strategic policy.	Essential
	Flexibility in delivering training and assessments at external training venues during some evenings.	Essential
	Be able to present information to students and colleagues using ILT.	Desirable
Qualifications	NVQ Level 3 in Direct Training.	Essential
	Assessor award A1 (or be prepared to undertake the awards within an agreed timescale).	Essential
	Verifier award AV1 (or be prepared to undertake the awards within an agreed timescale).	Essential
	Teaching qualification, minimum PTLLS or CTLLS or equivalent.	Essential
	A relevant qualification within your specialist subject area (minimum Level 3).	Essential
	Functional Skills Level 2 in English and Maths.	Essential
	UK Driving Licence – free of major endorsements and the use of a vehicle.	Essential

Walsall College

Ofsted Outstanding College 2012 2013

QAA UK Quality Assured

Beacon Awards Winner 2010/11 Winner 2011/12 Winner 2013/14

tes fe awards 2014 Winner TES FE Provider of the Year

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