



Vocational Trainer in Engineering Maintenance (Electrical) or Electrician (EL632)

Job Description

Area	: Work-Based Learning
Salary	: Competitive
Hours of Work (<i>Full-time/Part-time</i>)	: 37
Line Manager	: WBL Lead
Responsibility for	<ul style="list-style-type: none">: Training and assessment of learners up to Level 3, in the workplace and classroom;: Supporting learner progress through assessment in the workplace and curriculum delivery;: Ensuring timely achievement of apprenticeship frameworks and standards; <i>and</i>: Promoting and safeguarding the welfare of children and young persons in line with college policies.

Main Purpose of Job:

To provide innovative and engaging assessment of learners up to level 3, support learner progress through assessment in the workplace in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders.
- Is of the highest possible quality in terms of learner outcomes and learner/employer Satisfaction.
- Is effective, efficient and provide excellent value for money.
- Reflects the vision, mission, aims and values of the college.
- Is innovative, developmental and sector leading.
- Promotes a culture of excellence and equality.
- Is judged as outstanding at next Ofsted/QAA Inspections.

The post-holder will be a member of the Work-Based Learning team. This post may include evenings and weekends.

Key Duties and Responsibilities:

- (1) Support fully at all times the College's Aims and Objectives.
- (2) Develop and maintain relationships with employers.
- (3) Carry out on-site risk assessments to ensure employers have appropriate health and safety arrangements in place.
- (4) Ensure that all learners have a comprehensive workplace induction, including Health and Safety.
- (5) Ensure that employers are aware of their responsibilities in relation to equality, diversity and inclusion as well as other relevant legislation.

Work Placement Assessment

- (6) Establish the appropriateness of the placement to ensure its relevance to the learning experience in conjunction with employers.
- (7) Liaise closely with other tutors on the programme to ensure that the ILP is closely monitored.
- (8) Effectively co-ordinate on and off the job learning and assessment activities
- (9) Undertake vocational assessments in the workplace.
- (10) Work with the programme team to deliver underpinning knowledge and key/basic skills.
- (11) Support learners in their studies, preparing assessment records and reports on learner progress.
- (12) Contribute to the Course Review and Internal Verification processes and to the Self-Assessment of the area.
- (13) Keep accurate records of work placements.

Generic

- (14) Follow all agreed Quality Assurance Systems and Risk Management systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
- (15) Comply with all College policies and procedures (*e.g. Health and Safety and Equal Opportunities*) and ensure that these policies are followed by staff and learners.
- (16) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (17) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (18) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



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Person Specification

	Assessment Method					
	Application Form	*Test	Interview / Presentation	Psychometric Testing	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
Education and Qualifications						
<u>Essential</u>						
• High level vocational qualification level 3 or above	✓				✓	
• Teacher Trained (<i>PGCE, DTLLS or CertEd</i>) or willingness to working towards	✓				✓	
• Assessor Qualification or willingness to working towards	✓				✓	
<u>Desirable</u>						
• Degree (<i>or equivalent</i>) in related subject	✓				✓	
• Verifier Qualification	✓				✓	
• IT Qualification	✓				✓	
• Evidence of ongoing professional development	✓				✓	
Skills and Experience						
<u>Essential</u>						
• To be occupationally competent in a relevant commercial / professional environment	✓		✓			
• Experience and knowledge of apprenticeship standards	✓		✓			
• Liaise with awarding organisations and internal departments to ensure all learners are enrolled and registered	✓		✓			
• Experience of undertaking lead verification of qualifications	✓					
• Lead on external quality assurance visits	✓		✓			
• Ability to think, plan and manage relevant apprenticeship standards/frameworks	✓		✓			
• Ability to plan organise and manage end point assessments (EPAs) with employer/awarding organisations and apprentices.	✓		✓			
• Ability to engage with employers and/or employer representatives to ensure effective and efficient delivery of learning opportunities	✓		✓			
• Excellent teaching, learning and assessment skills, with ability to teach/assess other disciplines in the occupational area	✓	✓	✓			
• Ability to use and monitor the use of electronic tracking and monitoring systems: Management information systems, electronic portfolios, client relationship management systems.	✓		✓			

• Ability & experience in communicating effectively with employers and/or with people working in senior positions	✓		✓			
• Produce comprehensive oral and written reports on all aspects of the role as required	✓	✓	✓			
• Ability to manage difficult conversations/situations	✓		✓			✓
• Ability to adapt to and manage change	✓		✓			
• Ability to inspire confidence in learners/employers/staff	✓		✓			
• Thorough understanding of regulatory bodies: Ofsted, Awarding organisations, Skills Funding Agency.	✓		✓			
• Excellent communication and negotiation skills	✓		✓			
• Ability to lead and work as a member of a team	✓		✓			
• Proven record in solving problems	✓		✓			
• Ability to meet tight deadlines and work under pressure	✓		✓			
<u>Desirable</u>						
• Organise learning environments and supporting education / training	✓		✓			
• Working knowledge of Health and Safety	✓		✓			
Personal Attributes						
<u>Essential</u>						
• Strong inter-personal skills			✓			✓
• Excellent team leading skills			✓			✓
• Effective communication skills			✓			
• Ability to work co-operatively and effectively with a wide range of stakeholders, including learners, employers and colleagues			✓			
• Able to represent and promote the College in a professional manner			✓			
• Ability to use own initiative and work with minimum supervision			✓			
• Committed to maintaining a safe environment and working in a safe manner to safeguard learners and colleagues			✓			
• Able to relate well to learners and staff at all levels.			✓			✓
• Confidence to work effectively and professionally with all stakeholders e.g. employers			✓			
• Excellent organisational skills, ability to prioritise and work under pressure and to tight deadlines	✓	✓	✓			✓
• Ability to inspire confidence in learners and staff			✓			
• Commitment to learner success			✓			
• Commitment to on-going professional development	✓		✓			
• Flexible approach to work			✓			
Other requirements for employment						
<u>Essential</u>						
• Full, current driving licence	✓					
• Car owner, with a willingness to use on College business as required (mileage allowance payable)	✓					
• Enhanced DBS						

Updated: July 2025

