

# JOB DESCRIPTION

**POST TITLE:** VOCATIONAL TRAINER ASSESSOR –  
EARLY YEARS  
**POST NUMBER:** WREQ2070  
**GRADE:** LECTURER SCALE 1-4

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## **JOB PURPOSE**

As Vocational Trainer Assessor, you will be facilitating the delivery of student learning and assessment, utilising a full and varied range of teaching and training techniques, in which assessment will occur through experiences at the College or in the workplace.

## **KEY TASKS AND DUTIES**

As post-holder, you will be responsible to the Subject Area Manager and ultimately to the Director of Learning for and Service Sectors for the following: -

- Teaching, training, and assessing upon a range of accredited programmes, as required, delivering the learning aims of students. You will achieve this through general teaching, one-to-one tutorials, classroom style workshops, observations, reviews, and the assessment of students in the College or in the workplace;
- Preparing all necessary materials to carry out the teaching, training, and assessment;
- Assessing candidate competence within the College's and work-based environment;
- Carrying out all associated organisational / administrative work to facilitate the delivery and assessment of students, including the maintenance of electronic records;
- Recording and monitoring Apprenticeship progress through 'Smart Assessor';
- Providing general counselling, information, advice, and guidance to students and employers as to the suitability of a particular course of study to meet their individual needs;
- Building and fostering effective working relationships with employers;

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- Advising prospective students and employers on their training requirements within the staff members' area of expertise;
- Identifying and supporting maths, English, and IT needs of candidates, ensuring that levels of attainment are met within a timely manner;
- Ensuring effective arrangements and maximising success in Apprentice End Point Assessment tests;
- Undertaking in-service training and continuing professional development, based upon individual and service needs;
- Sign posting students and / or employers to the appropriate college section to address specific welfare, counselling, and additional learning support matters, and following this up to ensure that appropriate action has taken place;
- Acting as an ambassador of Weston College at all times (particularly in the employers workplace), positively promoting Weston College and its reputation at all times, and referring all matters of student and employer need to the College.

## **GENERIC TASKS AND DUTIES**

In addition to the responsibilities above, all representatives of the academic staff are responsible for:

- Completing all associated organisational / administrative work, preparation, and marking;
- Participating with the standardisation and quality assurance of assessments;
- Dealing with immediate student disciplinary and welfare problems;
- Keeping and maintaining specified student and class records;
- Planning, preparing, developing, and evaluating courses and course materials, and, where appropriate, supervising course provisions;
- Assisting with the administration, enrolment, pre-enrolment counselling, and identification of customer requirements;



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- Participating in programme / school / college activities as requested, including parents' evenings;
- Participating and undertaking staff appraisal and in-service training, based upon an assessment of individual service needs;
- Meeting the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety procedures;
- Being prepared to operate on a flexible year as required; academic staff will normally be expected to work not more than two evenings per week, on average;
- Complying with Information Security requirements, in line with Weston College policy;
- Undertaking such duties as may be reasonably required, commensurate with the grade of the appointment.

## **SUPERVISORY RESPONSIBILITY**

None.

## **SUPERVISION RECEIVED**

Line manager.

## **CONTACTS**

Governors, all staff, members of the public, and various external agencies.

## **SPECIFIC INFORMATION**

As a Vocational Trainer Assessor, the College will supply you with your own personal work laptop and mobile phone. In addition, the College will compensate for work-related travel and mileage expenses.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.



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## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Academic staff applies.

## **SALARY**

Lecturer Scale 1-4: £23,604.00 - £28,136.00 per annum.

## **HOURS**

Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual year entitlement for efficiency purposes.

As a representative of Weston College, you will be committed to developing your skills in using technology to enhance learning, including the use of the Virtual Learning Environment (VLE) and classroom equipment.

***Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of the College).</i>	✓	
Professional experience in the required occupational area.	✓	
Educated to Level 3 ( <i>e.g.</i> , A-level, NVQ Level 3, <i>etc.</i> ).	✓	
Vocational Assessors Awards: New A awards (TDLB D32 / 33).	✓	
Vocational Internal Verifier Award (V1 or D34).		✓
Knowledge of Further Education curriculum, particularly work-based learning and Apprenticeships.		✓
Ability to work unsupervised, demonstrating self-management when under pressure and in demanding situations.	✓	
Computer literacy and good administrative skills.	✓	
Highly motivated with the ability to respond positively to change.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Recognised UK Driving Licence and access to own transport.	✓	