

BARNET AND SOUTHGATE COLLEGE

JOB DESCRIPTION

JOB TITLE: Employability Trainer/Assessor
SALARY: P01
HOURS: Full time, Fixed Term
PRIMARY LOCATION: Pan London

PURPOSE OF POST:

The Trainer/Assessor is responsible for the delivery of the training, coaching and assessment elements of the Employability programme. The role will include high quality training, coaching support, assessment planning, monitoring and formal feedback of the learner's progress towards meeting the employability programme and supporting the candidate through to successful completion of a range of qualifications.

Applicants should be aware we are currently offering this teaching remotely, however the successful candidate must be available to deliver training in and around London when we return to classroom delivery. Formal training will take place remotely.

RESPONSIBLE TO:

Internal External Verifications Co-ordinator

SAFEGUARDING OF LEARNERS: This is a regulated position and subject to an enhanced DBS.

MAIN DUTIES

Finance

1. Maintaining accurate records of assessments to meet company and awarding body requirements.
2. Completing all administrative work concerned with the assessments and programme to required standards and timescales.
3. Provide all financial and contractual required documentation within specified timelines as required by college guidelines
4. Complete all audit actions from the Quality Assurance process within 1 week of receiving a detailed action plan
5. Ensure that expenses are submitted **monthly** following the procedure in employee handbook, to Internal External Verifications Co-ordinator

Operations:

1. Ensure the initial assessment process is completed to the company standard and evidence provided to support candidate file and funding audits
2. Planning and delivery of teaching, learning and assessment both remotely and classroom based

3. Assessing, recording and analysis of learner performance
4. Ensure all candidates on programme complete the employability programme and are ready for their relevant tests, this includes any candidate documentation required
5. Work with candidates to complete the employability programme by using technology including remote platforms and e-learning resources
6. Develop a programme of development and assessment, setting realistic but challenging goals that meet learners' needs
7. Give timely feedback on progress towards mastery of relevant skills and knowledge
8. Maintain regular contact with all candidates in line with company guidelines ensuring all non-visits or contact is documented and reported to the Internal and external Verification Co-ordinator
9. Complete all relevant paperwork in accordance with the college guidelines and external requirements
10. Contribute to the Internal Quality Assurance Process
11. Maintain the currency of their own knowledge and skills, with reference to workplace practice and feedback from others
12. Deliver aspects of the training required including Functional Skills and other workshops as required by the company
13. Ensure that British Values, Prevent and Safeguarding are embedded into the delivery of the Employability programme
14. Attend 121 meetings, other meetings and forums as required by the business
15. Participate in any other reasonable duties/projects as requested by the Internal Verifier or college SMT

Equal Opportunities:

1. Comply fully with the organisations Equal and Diversity Policies and proactively promote equality of opportunity within the workplace
2. Ensure that all candidates are provided with a good basic understanding of their rights and responsibilities in terms of equal opportunities and the appropriate methods for dealing with such discrimination (including an awareness of the grievance procedure)
3. Anticipate and overcome barriers to progress and inspire achievement, ensuring that learning is inclusive and supports diversity
4. Bring any instances of actual or perceived discrimination, harassment or bullying to the attention of the line manager in the first instance and ensure that this dealt with appropriately
5. Ensure that the training environment and assessment process are free from discrimination
6. Ensure that all stakeholders understand and promote the culture of "safeguarding" of all learners who participate in college programmes.

Management:

1. Manage time and documentation effectively to complete workload and meet deadlines
2. Plan, schedule and evaluate own work
3. Create, maintain and promote good working relationships
4. Evaluate and improve their own professional practice in relation to the Professional Standards for Teachers and Educators in the Education and Training Sector

PERSON SPECIFICATION: Employability Trainer/Assessor

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> • Good general standard of education • GCSE's Maths and English A-C equivalent 	
Work-based Qualifications	<ul style="list-style-type: none"> • Assessor Awards A1 & A2 • A recognised teaching or training qualification for example; PTLLS, CTLLS, DTLLS, PGCE, AET, CET, DET 	<ul style="list-style-type: none"> • Relevant industry qualifications • IOSH or other Health and Safety Qualification • Ability to offer other vocational subjects; e.g. Rail, Manufacturing, Customer Service, Teaching Assistant etc.
Skills	<ul style="list-style-type: none"> • Proven track record in delivering Employability • Proven track record in timely achievement of Employability Programmes • The ability to use technology to deliver Employability programmes • Proven experience of supporting learners' development of vocational competence and the wider skills that relate to employability and professionalism. • The ability & proven track record to use a variety of good practice assessment methods to deliver high quality Employability programmes 	<ul style="list-style-type: none"> • A proven track record of learner engagement

	<ul style="list-style-type: none"> • The ability to self-manage and manage a diary effectively • Good IT skills including full Microsoft Office suite and Zoom 	
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of contemporary delivery and coaching practice • Thorough understanding of the current Employability system and the impact of recent changes in the sector 	<ul style="list-style-type: none"> • General understanding of the funding requirements for work based and employability learning • Good knowledge of current thinking in work-based learning • Good knowledge of functional skills
Experience	<ul style="list-style-type: none"> • At least 3 years' experience in relevant sector/s • A proven track record of demonstrating learner development in a college or training provider setting • Experience of implementing strategies for inspiring learners, increasing their resilience in overcoming barriers and obstacles, and in raising concerns 	<ul style="list-style-type: none"> • Experience of employer engagement
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic • Self motivated • Organised and Punctual • Target orientated individual • Excellent communication skills • Highly committed • Professional 	