

**Job Title:** Assessor/Trainer - Motor Vehicle

**Job Ref No:** REQ000107

**Contract Type:** Permanent

**Hours per week:** 36.50

**Term-time only:** N/A

**T&Cs:** Business Support

**Band:** F

**Salary:** £24,650 - £27,200 per annum

**Responsible to:** Assistant Faculty Head

### **Aims of Job/Job Purpose**

- Assess and Support vocational training programs within the services area
- Manage a case load of students throughout their period of study
- Ensure timely completion of apprenticeship frameworks

### **Key Accountabilities and Responsibilities**

- Working with students to assess knowledge and performance on College and/or employer premises.
- Work with college staff to develop and deliver flexible programmes to meet identified needs.
- Assist in the monitoring, review and evaluation of provision in line with the College's Quality Assurance procedures.
- Undertake the enrolment, registration and if required the initial assessment screening of students.
- Assist with the marketing and promotion of college programmes as required.
- Fulfill the role of the internal verifier if required, including the training, development and supporting assessors.
- Complete detailed records of student's achievement and success.
- Manage a case load of students throughout the duration of their course (caseloads will be determined by the Faculty Head)
- Report to the Assistant Faculty Head on students progression, achievement and success as and when required.
- Liaise and work with exams administrators as and when required to ensure date processing requirements are fulfilled.
- Attend regular standardisation meetings in accordance with the college's quality assurance policies.

## **Other Duties and Responsibilities**

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

## **Key Accountabilities and Responsibilities**

- 1. To provide in-class support/training to learners in order to underpin knowledge related to the qualification.
- 2. To complete relevant documentation to track and monitor progress as required by the college.
- 3. Support and maintain effective working relationships with learners and liaise with tutors and other relevant staff to ensure that support is appropriate
- 4. Work with tutors to identify individual learning needs.
- 5. Work with learners and tutors to set and agree individual targets as part of their individual support plan.
- 6. Where necessary, carry out further assessments of students.
- 7. Monitor and review learners' progress regularly and amend targets as necessary.
- 8. Modify teaching materials to meet individual learner needs.
- 9. As required make referrals in response to learners emerging needs
- 10. Provide feedback to learners and tutors on progress at key stages in the learning process
- 11. Attend meetings at the request of your line manager to ensure efficient communication with the College.
- 12. Assist in the College's recruitment and enrolment process and contribute to advice and guidance processes.

## PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Be qualified to level 3 in the program area (or associated discipline)	√		Application Form/Qualification Certificates/Interview
Demonstrable numeracy and literacy skills to level 3	√		Application Form/Interview/Assessment
Hold Assessor Award / TAQA L3	√		Application Form/Qualification Certificates/Interview
Have on-site management experience		√	Application Form/Qualification Certificates/Interview/References
Good interpersonal skills	√		Application Form/Interview
Excellent communication skills	√		Application Form/Interview
Carry out training in class related to 'underpinning' knowledge related to the qualification.	√		Application Form/Interview/References
Ability to encourage and motivate learners to succeed	√		Application Form/Interview/References
Have an understanding of individual learner needs		√	Application Form/Interview
Excellent administrative and organisational skills	√		Application Form/Interview
Good IT skills to include Microsoft Office packages and Management Information Systems	√		Application Form/Interview/Assessment
Be willing to use and develop e-portfolios	√		Application Form/Interview
Experience of working within a team	√		Application Form/Interview
Ability to work flexibly and use own initiative	√		Application Form/Interview
Experience of working to pressure and tight deadlines	√		Application Form/Interview/References
Valid UK Driving Licence		√	Application Form/Interview