

## **APPRENTICESHIP PROVISION**

### **APPOINTMENT TRAINER ASSESSOR IN MATHS AND/OR ENGLISH FUNCTIONAL SKILLS – Ref I80143R**

Runshaw College is one of the most successful colleges in the country, renowned locally and nationally for our outstanding results, friendly and supportive culture and focus on putting the student at the heart of all that we do.

We value our staff and students highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

We are seeking an outstanding practitioner to join our high-performing apprenticeship provision as a Maths & English Functional Skills Trainer (Maternity Cover). The successful candidate will have a proven track-record as an outstanding trainer and experience in quality assurance practices and will have outstanding organisation & time management skills.

The Apprenticeship provision offers a comprehensive portfolio of vocational options at level 2 up to higher level 5 and is designed to meet the needs of individual learners, employers and the local community.

Training and development takes place at the Chorley Campus which have suites of rooms to facilitate ILT and Course appropriate activities.

We have approximately 600, 16-18, 19+ and 24+ apprentice learners and we employ 29 senior instructors, instructors and trainer assessors. All the team are exceptionally well qualified and experienced in their specialist area. This provision can be characterised by its diverse, dynamic and responsive provision. Instructors and Trainer Assessors are enthusiastic, committed and work consistently to help learners to reach their full potential.

The department is managed by the Head of Apprenticeship Provision and works collaboratively with the Heads of Studies and the Director of Recruitment, Marketing, Business Development this ensures we have a quality student and employer experience. Heads and the team also work very closely with Student Services, Study Support, Business Development and Schools Liaison to provide financial, moral and academic support to individual students as required.

We are grateful for your interest in the College and hope that having read this information, you will be encouraged to apply. We very much look forward to receiving your application.

Rebecca Threlfall  
Head of Apprenticeships

## **JOB DESCRIPTION**

**JOB TITLE:** Trainer Assessor in Maths and/or English Functional Skills – Ref 180143R

**UPDATED:** November 2017

**RESPONSIBLE TO:** Head of Apprenticeship Provision

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

### **KEY DUTIES**

<b>ROLE SPECIFIC</b>
<ul style="list-style-type: none"><li>• Deliver functional skills (Maths &amp; English) up to level 2, to learners in their workplace who are working towards Apprenticeship training.</li></ul>
<ul style="list-style-type: none"><li>• Deliver functional skills (Maths &amp; English) up to level 2, to learners on day release in college.</li></ul>
<ul style="list-style-type: none"><li>• Deliver best practice and training to the team of assessors every 6 weeks.</li></ul>
<ul style="list-style-type: none"><li>• Provide progress feedback to learners, employers and parents.</li></ul>
<ul style="list-style-type: none"><li>• Assist in the induction of learners into college.</li></ul>
<ul style="list-style-type: none"><li>• Ensure all Quality paperwork is accurate and kept up to date</li></ul>
<ul style="list-style-type: none"><li>• Ensure internal quality assurance procedures are in place and regular quality assurance checks take place.</li></ul>
<ul style="list-style-type: none"><li>• Assist in monitoring learners' progress, including attendance, punctuality and achievement, in close consultation with trainer assessors, Senior Instructors and Heads of School.</li></ul>
<ul style="list-style-type: none"><li>• Coordinate and run workshops to enhance and support learners progress in functional skills.</li></ul>
<ul style="list-style-type: none"><li>• Be proactive in devising new strategies to motivate and retain students in liaison with Head of School and the apprenticeship team.</li></ul>
<ul style="list-style-type: none"><li>• Coordinate with the relevant teams all exams and resits</li></ul>
<ul style="list-style-type: none"><li>• Assist in developing and monitoring individual action plans for learners.</li></ul>
<ul style="list-style-type: none"><li>• Ensure learners are fully supported by their assessors and where appropriate are referred to Study Support, Student Services and other support services / agencies in a timely and effective way.</li></ul>
<ul style="list-style-type: none"><li>• Attend meetings with course teams, Learning Mentors to plan for continuous improvement and discuss cause for concern learners.</li></ul>
<ul style="list-style-type: none"><li>• Liaise with parents, employers, educational support workers, carers of students, schools and external bodies, as necessary.</li></ul>
<ul style="list-style-type: none"><li>• Attend Student Review Boards with the Head of School and follow up any learner issues, as required.</li></ul>

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| <ul style="list-style-type: none"><li>• Attend disciplinary meetings with Heads of Studies to support learners, as required.</li></ul>  |
| <ul style="list-style-type: none"><li>• Ensure that learners are aware of their rights and responsibilities, and that any safeguarding and diversity issues are dealt with promptly through appropriate identification of issues and using College referral systems</li></ul> |
| <ul style="list-style-type: none"><li>• Encourage the celebration of learners' achievements and successes in line with the College's recognition strategy.</li></ul>  |

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| <ul style="list-style-type: none"><li>• Maintain the cause for concern and disciplinary records databases and pastoral log.</li></ul> |
| <ul style="list-style-type: none"><li>• Write reports and action plans as required by Head of School.</li></ul>                       |
| <ul style="list-style-type: none"><li>• Undertake projects as required by managers.</li></ul>   |

<b>COLLEGE RESPONSIBILITIES</b>
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| <ul style="list-style-type: none"><li>• Participate in appraisal and professional development activities as required</li></ul>   |
| <ul style="list-style-type: none"><li>• Value diversity and promote equal opportunities</li></ul>  |
| <ul style="list-style-type: none"><li>• Engage in marketing activities, as requested by line manager</li></ul>   |
| <ul style="list-style-type: none"><li>• Work within health and safety guidelines and be aware of your responsibilities for health and safety</li></ul>                     |
| <ul style="list-style-type: none"><li>• Adhere to College policies and procedures, including data protection</li></ul>   |
| <ul style="list-style-type: none"><li>• Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines</li></ul> |
| <ul style="list-style-type: none"><li>• Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults</li></ul>     |

**PERSON SPECIFICATION  
SUPPORT**

<b>CRITERIA</b>	<b>ESSENTIAL or DESIRABLE</b>	<b>ASSESSED BY</b>
<b>QUALIFICATIONS AND ATTAINMENTS</b>		
GCSE Maths and English Grade A* - C or equivalent functional skills	<b>E</b>	Application form/Interview
A willingness to achieve a PLLTS in a specified timescale	<b>D</b>	Application form
AI assessors award/TAQA	<b>E</b>	Application form/interview
VI award	<b>E</b>	Application form/interview
ICT qualification	<b>D</b>	Application form
Driving License and use of car insured for business use or able to prove mobility suitable to the duties of the post	<b>E</b>	Application form
A willingness to undertake appropriate Continuing Professional Learning	<b>E</b>	Application form/Interview
<b>TRAINING, EXPERIENCE AND KNOWLEDGE</b>		
Excellent IT Skills	<b>E</b>	Application form/ Interview
Experience of providing support for learners in education and / or training	<b>E</b>	Application form/ Interview
Experience of delivering Functional Skills Maths and/or English qualifications up to level 2	<b>E</b>	Application form/Interview
The ability to deliver one or more subjects (Maths and English)	<b>E</b>	Application form/Interview
Experience of developing approaches to improve minority attendance, retention and achievement	<b>D</b>	Application form/ Interview
Experience in teaching students	<b>D</b>	Application form/ Interview
<b>PERSONAL SKILLS AND ATTITUDES</b>		
Organisational skills are a must as well as is the ability to plan your time effectively	<b>E</b>	Application form/Interview
Display initiative, be positive and friendly	<b>E</b>	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	<b>E</b>	Interview
Ability to motivate and inspire students with differing abilities and needs	<b>E</b>	Interview
Display energy and enthusiasm	<b>E</b>	Interview

Possess excellent communication skills	<b>E</b>	Interview
Possess high standard and be conscientious	<b>E</b>	Interview
Be a team player	<b>E</b>	Interview
Demonstrate a commitment to the process of continuous review and improvement	<b>E</b>	Interview
Suitable to work with children, young people and vulnerable adults	<b>E</b>	Interview/ Employment Checks

## SUMMARY OF MAIN TERMS AND CONDITIONS

<b>SALARY</b>	Up to £24,260 p.a. dependent up on qualifications and competencies
<b>WORKING HOURS</b>	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week. Applications from individuals who wish to work part-time are welcome
<b>PENSION SCHEME</b>	You are entitled to join the Local Government Pension Scheme. Further details are available at <a href="http://www.yourpensionservice.org.uk">www.yourpensionservice.org.uk</a>
<b>HOLIDAYS</b>	You will receive 20 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years service (as at 01 August) 8 Bank and Public Holidays 4 extra Statutory Holidays 3 closure days should the College decide to close in the interests of efficiency This entitlement will be on a pro-rata basis for posts that are part-time
<b>SAFEGUARDING</b>	The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults.  In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate.  All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.  Visit <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a> for a copy of the Code of Practice. Copies of the College policies are available on the College's website at <a href="http://www.runshaw.ac.uk">www.runshaw.ac.uk</a>
<b>PAYMENT</b>	Your salary will be paid on the last working day of each month by BACS transfer.
<b>SMOKING</b>	Smoking is not permitted on College premises except in designated smoking areas.
<b>HEALTH</b>	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
<b>PROBATION PERIOD</b>	This post is subject to the successful completion of a 12 month probation period.
<b>NOTICE</b>	The appointment can be terminated by 4 weeks' notice on either side (except where statutory periods afford more beneficial terms)
<b>FLEXIBLE WORKING</b>	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is midday **Friday 2<sup>nd</sup> March 2018**.

**This post is temporary until February 2019 to cover maternity leave.**

Approved: Rebecca Threlfall..... Date: 12.1.18.....