



JOB DESCRIPTION

POST TITLE: VOCATIONAL TRAINER / ASSESSOR – EARLY YEARS (50%)
POST NUMBER: WREQ2523
GRADE: LECTURER SCALE 1-4

JOB PURPOSE

The person appointed will join a progressive team of people working within the Faculty of Service Sectors. The successful candidate will join the Early Years and Education teaching team to deliver all aspects of the curriculum taking their main responsibilities within the apprenticeship delivery and in workplace visits.

KEY TASKS/DUTIES

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

- To provide high quality teaching, learning, assessment and internal moderation across a range of Childcare and Education courses.
- To course coordinate programmes of study and be responsible for the success of learners on programme through workplace assessment.
- Tutorship of students, giving appropriate support to enable students to achieve their academic and vocational targets.
- Interviewing and giving guidance to potential students.
- Assisting students in their progression to either Higher Education or employment.
- To contribute development and continual improvement of courses, co-ordinating effectively with both staff and students.
- To be proactive in marketing/liaising with local schools, sector representatives and employers with the objective of developing and enhancing programmes of study, ensuring targeted levels of recruitment, establishing strong partnership links and raising the profile of the division.



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GENERIC DUTIES

In addition to the above requirements, all members of the academic staff are required to:

- Complete all associated organisation/administrative work, preparation and marking.
- Deal with immediate student disciplinary and welfare problems.
- Keep and maintain specified student and class records.
- Plan, prepare, develop and evaluate courses and course materials, and, where appropriate, supervise course provisions.
- Assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements.
- Participate in Programme/School/College activities as requested, including parents' evenings.
- Participate and undertake staff appraisal and in-service training, which will be based upon an assessment of individual service needs.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.
- Be prepared to operate on a flexible year as required; members of the academic staff will normally be expected to work not more than two evenings per week, on average.
- Comply with Information Security requirements in line with College policy.
- Undertake such duties as may be reasonably required, commensurate with the grade of the appointment.

HEALTH AND SAFETY

All representatives 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, Points 1-4: £11,920.00 to £19,209.00 per annum (actual).

HOURS

Hours of attendance: Part-time, 18.5 hours per week.

Lecturer contact hours: 414 hours per annum.

Annual leave: 140.75 hours per annum, inclusive of statutory bank holidays (actual).

Weston College reserves the right to direct up to 5 days of your annual leave 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 children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 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.</i>	✓	
An NVQ/VRQ/BTEC in Early Years or/and Education.	✓	
Vocational Assessors Awards – new A and V awards (TDLB D32/33/34 and maybe D36) or the Willingness to work towards the qualifications.		✓
Relevant successful teaching experience.		✓
Level 2 Functional Skills or equivalent.		✓
Knowledge and experience of current teaching and learning strategies.	✓	
Relevant professional or commercial experience.	✓	
Competence in IT.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responsiveness to students' needs.	✓	
Working knowledge of Childcare or Early Years sector and contemporary trends.	✓	