

JOB DESCRIPTION

Post: Trainer

Responsible To: Trainer Manager

Summary of Post:

To train, assess, support and track learners in a variety of environments towards Completion of their qualification or programme. To carry out Internal Quality Assurance as required.

Specific Duties:

1. To provide advice and guidance to learners about assessment criteria and learning content and ensure full understanding
2. To complete enrolment paperwork, initial and diagnostic assessment for learners
3. To take full responsibility in training, tracking, monitoring and supporting learners and to achieve their qualification and identify and support any issues with progress
4. To support and train learners in achieving their functional skills maths and English where applicable
5. To provide assessment support for learners (reviews, online drop-in sessions, telephone/e-mail contacts) in a variety of contexts
6. To assist in the development of programme materials in line with qualifications issued by Awarding Bodies or employer requirements
7. To report regularly on the progress of learners and where relevant to prepare progress reports and action plans
8. To provide early identification of learners at risk of non-completion and ensure appropriate actions are taken in a timely manner.
9. To prepare and/or assess diverse evidence used for assessments in line with agreed criteria
10. To act as Internal Quality Assurer where appropriate and respond to External

Quality Assurance requests

11. To embrace the opportunity and need for continual self and team development, contributing by example

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

You may be required to work on a weekend. You will be required to undertake class contact time of 864 hours with a maximum of 886 hours depending on the level of temporary cover required (22 hours maximum cover). (pro rata for part time staff

The balance of hours will be 'other duties'.

Contact Hours are defined under the definition of Qualification Hours and non-Qualification Hours as outlined in the Funding Guidance from the Education and Skills Funding Agency (ESFA). Namely:

- Teaching
- Work based assessment (where the student is present)

For Study Programmes (activity must be timetabled and registered) this may also include:

- Teaching on informal certificates
- Supervision of learners on work placements, work experience or other work-related activities
- Supervision of learners on other activities that enable students to gain relevant experience



- Personal tutoring
- Supervision of learners on volunteering, community and/or enrichment activities

In addition, to the 864 hours up to 22 hours may be required in contact time to support the temporary cover of absent colleagues

Other duties include:

- Administration and management of the learners' enrolment process
- Attendance at open days, parent evenings etc.
- Planning preparation, administration, marking and assessment
- Participation in target setting, review and self-assessment processes
- Production and evaluation of learning materials and programmes
- Contact and liaison with employers, community representatives and other external agencies
- Interviewing students and prospective students
- Invigilation and supervision of examinations/tests
- Attendance at team meetings and other College events
- Training and continuous professional development activities

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Excellent communication skills	✓	✓	6
2.	Excellent administrative and organisational skills	✓	✓	6
3.	Good writing skills to be able to prepare reports and action plans on learner progress	✓	✓	4
4.	Ability to motivate, encourage and support students online	✓	✓	6
5.	Competent in IT and able to use ILT effectively to benefit students	✓	✓	6
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Proven track record of setting and achieving challenging improvement targets	✓	✓	6
2.	At least 2 years' experience in a relevant sector	✓		4
3.	Experience of lecturing/training/teaching	✓	✓	4
4.	Good understanding of qualification frameworks and funding specific to the relevant sector	✓		4
5.	Experience of successfully supporting training and assessing in a variety of contexts	✓	✓	6
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	IT Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
4.	Appropriate professional qualification (minimum level 3)	✓		4
5.	Level 5 Diploma in Education and Training or PGCE	✓	✓	6
6.	Assessor/Verifier Awards	✓		4



Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - it would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.