**Trainer/Assessor – Clincial Health Care**

**Job Description**

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| **Area** | **:** | **Apprenticeships and Skills** |

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| **Salary** | **:** | **£25,412 - £27,747 *(pro rata per annum)*** |

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| **Hours of Work**  ***(Full-time/Part-time)*** | **:** | **29.6** |

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| **Line Manager** | **:** | **WBL Lead** |

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| **Responsibility for** | **:** | Coach, train and Assess learners up to Level 4; | |
|  | **:** | Planning a detailed sequenced programme of delivery; |
|  | **:** | Support learner progress through development of knowledge, skills and behaviours; |
|  | **:** | Ensuring timely achievement of apprenticeship standards; *and* |
|  | **:** | Promoting and safeguarding the welfare of children and young persons in line with college policies. |

**Main Purpose of Job:**

To provide innovative and engaging training & assessment of learners, support learner progress in the workplace in order to ensure that the provision:

* Meets the needs of learners, employers and other stakeholders
* Is of the highest possible quality in terms of learner outcomes and learner/employer

satisfaction

* Is effective, efficient and provide excellent value for money
* Reflects the vision, mission, aims and values of the college
* Is innovative, developmental and sector leading
* Promotes a culture of excellence and equality
* Is judged as outstanding at next Ofsted/QAA Inspections.

The post-holder will be a member of the Work-Based Learning team. This post may include evenings and weekends.

**Key Duties and Responsibilities:**

1. Support fully at all times the College’s Aims and Objectives
2. Develop and maintain relationships with employers
3. Carry out on-site risk assessments to ensure employers have appropriate health and safety arrangements in place
4. Ensure that all learners have a comprehensive workplace induction, including Health and Safety
5. Ensure that employers are aware of their responsibilities in relation to equality, diversity and inclusion as well as other relevant legislation

**Work Placement Assessment**

1. Establish the appropriateness of the job role to ensure its relevance to the learning experience in conjunction with employers.
2. Liaise closely with other tutors on the programme to ensure that learning is closely monitored
3. Work effectively within the team to ensure standardisation and develop positive working relationships
4. Effectively co-ordinate on and off the job learning and assessment activities
5. Undertake vocational assessments & training in the workplace
6. Work with the programme team to deliver underpinning knowledge and key\basic skills
7. Support students in their studies, preparing assessment records and reports on student progress
8. Contribute to the Course Review and Internal Verification processes and to the Self-Assessment of the area
9. Keep accurate records of work placements

**Generic**

1. Follow all agreed Quality Assurance Systems and Risk Management systems operating in the College and contribute generally to the establishment and development of a quality provision/service
2. Comply with all College policies and procedures (eg. Health and Safety and Equal Opportunities) and ensure that these policies are followed by staff and students
3. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment
4. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
5. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

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**Person Specification**

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|  | **Assessment Method** | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | \*Test | Interview and | Psychometric Testing | Qualification Certificates | References |
| **Education and Qualifications** | | | | | | |

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| Essential |  |  |  |  |  |  |
| * Level 3 qualification *(or equivalent)* in the occupational area | **🗸** |  |  |  | **🗸** |  |
| * Evidence of ongoing professional development | **🗸** |  |  |  | **🗸** |  |
| * Assessor qualification *(TAQA/A1 or equivalent)* or commitment to work towards | **🗸** |  |  |  | **🗸** |  |
| * A relevant teaching qualification *(or working towards)* | **🗸** |  |  |  | **🗸** |  |
| Desirable |  |  |  |  |  |  |
| * Level 4 or higher qualification *(or equivalent)* in the occupational area | **🗸** |  |  |  | **🗸** |  |
| * Level 3 Award Review Health and Safety Procedures in the Workplace or equivalent (*willingness to work towards)* | **🗸** |  |  |  | **🗸** |  |
| * Qualification in mentoring/coaching | **🗸** |  |  |  | **🗸** |  |
| **Skills and Experience** |  |  |  |  |  |  |
| Essential |  |  |  |  |  |  |
| * Excellent teaching, learning and assessment skills, with ability to teach/assess other disciplines in the occupational area | **🗸** | **🗸** | **🗸** |  | **🗸** | **🗸** |
| * Up to date practical work experience and competence in the occupational area |  | **🗸** | **🗸** |  |  |  |
| * Good working knowledge and understanding of the Apprenticeships: standards & frameworks including assessment methodology and End Point Assessments (EPA) requirements |  | **🗸** | **🗸** |  |  | **🗸** |
| * Ability to use electronic tracking and monitoring systems: Management information systems, electronic portfolios, client relationship management systems. | **🗸** | **🗸** | **🗸** |  | **🗸** |  |
| * Experience of mentoring and motivating individuals to achieve their aspirations | **🗸** |  | **🗸** |  |  |  |
| * Ability to recognise opportunities for learning and development that will support individuals to achieve their aspirational goals | **🗸** |  | **🗸** |  |  |  |
| * Experience of working within a high pressure environment to tight deadlines | **🗸** |  | **🗸** |  |  |  |
| * Ability to communicate effectively with employers and/or with people working in senior positions | **🗸** |  | **🗸** |  |  |  |
| * An understanding of and an ability to deliver excellent customer service to internal and external customers | **🗸** | **🗸** | **🗸** |  |  |  |
| * Excellent IT and organisational skills | **🗸** |  |  |  |  |  |
| * Understanding of equality, diversity and inclusion in working and learning environment | **🗸** | **🗸** | **🗸** |  | **🗸** |  |
| * Ability to promote learning and opportunity for all | **🗸** | **🗸** | **🗸** |  | **🗸** |  |
| Desirable |  |  |  |  |  |  |
| * Up to date practical work experience and occupational competence in a wider range of disciplines/processes | **🗸** | **🗸** | **🗸** |  |  |  |
| * Ability to deliver short continual professional development programmes to a varied audience | **🗸** |  | **🗸** |  |  |  |
| * Experience of delivering learning to groups | **🗸** |  | **🗸** |  |  |  |
| * Working knowledge of Health and Safety | **🗸** |  | **🗸** |  |  |  |
| * Experience in Further Education | **🗸** |  |  |  |  |  |
| **Personal Attributes** |  |  |  |  |  |  |
| Essential |  |  |  |  |  |  |
| * Strong interpersonal skills |  |  | **🗸** |  |  | **🗸** |
| * Effective communication skills |  |  | **🗸** |  |  | **🗸** |
| * Excellent organisational skills ability to prioritise and work under pressure and to meet deadlines | **🗸** | **🗸** | **🗸** | **🗸** |  | **🗸** |
| * Excellent team-working skills |  |  | **🗸** |  |  | **🗸** |
| * Ability to work co-operatively and effectively with a wide range of stakeholders, including learners, employers and colleagues |  |  | **🗸** |  |  | **🗸** |
| * Able to represent and promote the College in a professional manner |  |  | **🗸** |  |  |  |
| * Ability to use own initiative and work with minimum supervision |  |  | **🗸** |  |  | **🗸** |
| * Committed to maintaining a safe environment and working in a safe manner to safeguard learners and colleagues |  |  |  |  |  |  |
| * Commitment to student success |  |  |  |  |  |  |
| * Commitment to on-going professional development |  |  |  |  |  |  |
| * Flexible approach to work |  |  |  |  |  |  |
| * Good sense of humour |  |  |  |  |  |  |
| **Special Factors** |  |  |  |  |  |  |
| Essential |  |  |  |  |  |  |
| * Full, current driving licence | **🗸** |  |  |  |  |  |
| * Car owner, with a willingness to use on College business as required (mileage allowance payable) | **🗸** |  |  |  |  |  |
| * Enhanced DBS | | | | | | |

Updated: November 2022