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**Trainer/Assessor in Early Years / STALS**

**Job Description**

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| **Area** | **:** | **Work Based Learning** |

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| **Salary** | **:** | **£28,282 – £30,881 pro rata per annum *(Actual £23,887 - £26,082)*** |

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| **Hours of Work**  ***(Full-time/Part-time)*** | **:** | **31.25** |

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| **Line Manager** | **:** | **WBL Lead – Hospitality, Hair, Early Years and STALS** |

**Responsibility for** : Training and assessing of apprentices and learners, through

classroom and workplace delivery;

**:**  Supporting apprentice/learner progress through individual

planning and assessment;

**:**  Ensuring achievement of qualifications and apprenticeship

standards to support timely End Point Assessment (EPA); *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 assessment of apprentices/learners. To support progress through assessment in the workplace and delivery of taught sessions in order to ensure that the provision:

* Meets the needs of apprentices/learners and employers.
* Is of the highest possible quality in terms of apprentice/learner experience and outcomes.
* Is effective, efficient and provides excellent value for money.
* Reflects the vision, mission, aims and values of the College.
* Is innovative, developmental and sector leading; *and*
* Promotes a culture of excellence and equality.

**Key Duties and Responsibilities:**

1. Establish the appropriateness of the training to ensure its relevance to the learning experience in conjunction with employers, through job role assessments, skill scans, initial assessments and establishing prior learning.
2. Liaise closely with the apprentice/learner, employer and other stakeholders to ensure that the Individual Delivery Plan is closely monitored and regularly reviewed.
3. Complete a detailed induction to establish the starting point and expectations of the learner journey.
4. Effectively co-ordinate, plan and track learning and assessment activities. Ensuring statutory ‘off job hours’ have been appropriately met and recorded.
5. Plan and execute vocational assessments in the workplace, in a flexible manner to suit the needs of the apprentice/learner and the employer.
6. Plan and support the delivery of underpinning knowledge and functional skills as required.
7. Keep accurate records within an electronic portfolio, to include planning, feedback, targets, forward visits, reviews, additional learning support (ALS) as applicable.
8. Provide accurate monthly apprentice/learner progress reports.
9. Support apprentices/learners to maintain the electronic portfolio system.
10. Work as part of a team by attending, contributing, and sharing good practice at standardisation meetings.
11. Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.

**Generic Duties and Responsibilities:**

1. Promote a culture of innovation, excellence and equality.
2. Reflect the vision, mission and values of the College.
3. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
4. To actively contribute to the risk management of the College.
5. To positively promote and implement the College’s strategies on equality, diversity, safeguarding.
6. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
7. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
8. 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.***

**Trainer/Assessor in Early Years / STALS**

**Person Specification**

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|  | **Assessment Method** | | | | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | | \*Test | | Interview / Presentation | Psychometric Testing | | Qualification Certificates | References |
| **Education and Qualifications** | | | | | | | | | |
| Essential | |  | |  |  | |  |  |  |
| * Occupational competency in Early Years and Supporting Teaching and Learning in Schools | | **ü** | |  |  | |  | **ü** |  |
| * High level vocational qualification at level 5 or above in Early Years | | **ü** | |  |  | |  | **ü** |  |
| * GCSE Grade C (4/5) in English and Maths | | **ü** | |  |  | |  | **ü** |  |
| * Assessor Qualification *(or commitment to work towards)* | | **ü** | |  |  | |  | **ü** |  |
| Desirable | |  | |  |  | |  |  |  |
| * Relevant vocational competency based qualification level 3 in Early Years | | **ü** | |  |  | |  | **ü** |  |
| * Teacher trained (PGCE, DTLLS or CertEd) or working towards | | **ü** | |  |  | |  | **ü** |  |
| * Verifier Qualification | | **ü** | |  |  | |  | **ü** |  |
| * Evidence of ongoing professional development | | **ü** | |  |  | |  | **ü** |  |
| **Skills and Experience** | |  | |  |  | |  |  |  |
| Essential | |  | |  |  | |  |  |  |
| * To be occupationally competent in an Early Years environment | | **P** | |  | **P** | |  |  |  |
| * Good level of digital literacy | | **P** | |  | **P** | |  |  |  |
| * Ability to plan, organise and manage relevant apprenticeship standards and other vocational qualifications | | **P** | |  | **P** | |  |  |  |
| * Ability to plan organise and manage end point assessments (EPAs) with employer/awarding organisations and apprentices. | | **P** | |  | **P** | |  |  |  |
| * Ability to engage with employers and/or employer representatives to ensure effective and efficient delivery of learning opportunities | | **P** | |  | **P** | |  |  |  |
| * Ability to use and monitor the use of electronic tracking and monitoring systems: Management information systems, electronic portfolios. | | **P** | |  | **P** | |  |  |  |
| * Ability & experience in communicating effectively with employers and/or with people working in senior positions | | **P** | |  | **P** | |  |  |  |
| * Produce comprehensive oral and written reports on all aspects of the role as required | | **P** | |  | **P** | |  |  |  |
| * Ability to inspire confidence in learners/employers/staff | | **P** | |  | **P** | |  |  |  |
| * Working knowledge of Health and Safety | |  | |  | **P** | |  |  |  |

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|  | **Assessment Method** | | | | | | | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | | | \*Test | | | Interview / Presentation | | Psychometric Testing | | Qualification Certificates | References |
| **Skills and Experience continued** | | | | | | | | | | | | |
| Desirable | |  | | |  | |  | | |  |  |  |
| * Experience of undertaking lead verification of qualifications | | **P** | | |  | |  | | |  |  |  |
| * Experience and knowledge of apprenticeship standards | | **P** | | |  | | **P** | | |  |  |  |
| * Organise learning environments and supporting education / training | | **P** | | |  | | **P** | | |  |  |  |
| **Personal Attributes** | | | | | | | | | | | | |
| Essential | |  |  | | |  | |  | | |  |  |
| * Excellent inter-personal skills with ability to develop positive working relationships at all levels *(internally and externally to College)*and to translate ideas into actions | |  |  | | | **P** | |  | | |  | **P** |
| * Emotional intelligence, self-awareness and confidence | | **P** |  | | | **P** | |  | | |  | **P** |
| * Accuracy and attention to detail | | **ü** |  | | | **ü** | |  | | |  |  |
| * Excellent organisational skills, ability to prioritise and work effectively under pressure | | **ü** |  | | | **ü** | |  | | |  |  |
| * Flexible approach to working | | **ü** |  | | | **ü** | |  | | |  |  |
| * Commitment to on-going professional development | | **ü** |  | | | **ü** | |  | | |  |  |
| * Commitment to on-going professional development | | **P** |  | | | **ü** | |  | | |  |  |
| * An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults | |  |  | | | **P** | |  | | |  |  |
| **Special Factors** | |  |  | | |  | |  | | |  |  |
| Essential | |  |  | | |  | |  | | |  |  |
| * Full, current driving licence | | **ü** |  | | |  | |  | | |  |  |
| * Car owner, with a willingness to use on College business as required *(mileage allowance payable)* | | **ü** |  | | | **ü** | |  | | |  |  |
| * Enhanced DBS check | | **ü** |  | | |  | |  | | |  |  |

Updated: January 2022