

## JOB DESCRIPTION

POST TITLE	:	Trainer/Assessor in Engineering (CAD)
SALARY	:	Up to £30,805 (depending on experience)
RESPONSIBLE TO	:	Head of Engineering
CLOSING DATE	:	5.00pm, Tuesday 8 December 2020
INTERVIEW DATE	:	Thursday 17 December 2020

### **Main Purpose of the Post**

To recruit, train, assess and review learners, supporting them through their qualifications. Liaison on progress will be undertaken with both the employer and appropriate College staff.

### **Responsibilities**

- 1 Contribute to the recruitment and enrolment of learners.
- 2 To deliver underpinning knowledge/training sessions to learners when and where required.
- 3 To prepare appropriate learning and assessment materials and undertake assessments in the workplace.
- 4 Maintain high quality records and provide timely information and feedback to relevant parties.
- 5 To form relationships with employers ensuring the success of the programme and in order to generate new business.
- 6 To be responsible for an agreed caseload and to ensure performance targets are met.
- 7 To keep up to date with current development relating to vocational qualifications, internal and external verification requirements.
- 8 To facilitate functional skills opportunities where required.
- 9 To contribute fully, including regular attendance, to College and Divisional teams, including sharing best practice and being involved in developing the Curriculum.
- 10 To assure full compliance within the Division and more broadly across the College with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 11 To undertake invigilation duties from time to time
- 12 To carry out such other duties as the Principal may reasonably require.



**HOURS:**

37 hours per week which are agreed with the Line Manager. A flexible approach to the working hours is required, in line with the needs of the College.

## PERSON SPECIFICATION

**POST:** Trainer/Assessor in Engineering (CAD)

**DIVISION:** Engineering

### QUALIFICATIONS

		<b>Essential/ Desirable</b>	<b>To be identified by:</b>
1	An appropriate Level 3 or 4 qualification in relevant vocational area	E	Application form
2	Possess or be willing to work towards an appropriate Health & Safety qualification if required	E	Application form/ Interview
3	Possess or be willing to work towards an appropriate Assessor qualification within a specified timescale	E	Application form/ Interview
4	An appropriate Verifier qualification such as D34/V1 or prepared to gain within 12 months	D	Application form/ Interview

### KNOWLEDGE

1	Knowledge of National Vocational Qualifications in Engineering	E	Application form/ Interview
2	Computer literate and proficient in using software applications	E	Application form/ Interview
3	Knowledge of assessment procedures in in work based learning including Engineering apprenticeships	D	Application form/ Interview
4	Awareness of Safeguarding Legislation	E	Application form/ Interview

### EXPERIENCE

1	Experience of undertaking assessment as part of National Vocational Qualifications	D	Application form/ Interview
2	Experience of planning and delivering training in the workplace/classroom/workshop	D	Application form/ Interview
3	Experience of working within occupational area of Engineering	E	Application form/ Interview
4	Experience of liaising effectively with employers	E	Application form/ Interview

5	Experience of contributing to the co-ordination of EV visits	D	Application form/ Interview
6	Experience of supporting and mentoring work based assessors through appropriate assessor and verifier qualifications	D	Application form/ Interview

### **PERSONAL**

1	Excellent communication skills	E	Interview
2	Good team working skills and commitment to team working	E	Interview
3	A commitment to ongoing professional updating	E	Interview
4	Driver's license, access to a vehicle and appropriate insurance to cover Business Use	E	Application form/ Interview

### **STANDARD COLLEGE REQUIREMENTS**

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	Commitment to the delivery of excellent support to our students	E	Interview
3	Enthusiasm for the role of further education in building futures and changing lives	E	Application form/ Interview
4	The College is committed to safeguarding And expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
5	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*