

JOB DESCRIPTION

POST TITLE	:	Trainer/Assessor in Warehousing and PMO
SCALE	:	Support Scale
SALARY	:	Up to £34,531
RESPONSIBLE TO	:	Head of Construction and Engineering
CLOSING DATE	:	5.00pm, Wednesday 1 May 2024
INTERVIEW DATE	:	Thursday 9 May 2024

Main Purpose of the Post

To train, assess and review learners, supporting them through their qualifications. To develop training, monitor and evaluate the progress of learning and accreditation within agreed timescales.

Responsibilities

- 1 Contribute to the recruitment and enrolment of learners.
- 2 To deliver underpinning knowledge/training sessions to learners in a manufacturing environment.
- 3 To prepare appropriate learning and assessment materials and undertake assessments.
- 4 Maintain high quality records, providing timely information and feedback to relevant parties.
- 5 To form relationships with employers and external bodies ensuring the success of the programme and in order to generate new business.
- 6 To keep up to date with current development relating to vocational qualifications, internal and external verification requirements.
- 7 To work with employers to maximise recruitment opportunities.
- 8 To contribute fully, including regular attendance, to College and Divisional team meetings, 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 Warehousing and PMO

DIVISION: Construction

		Essential/ Desirable	To be identified by:
<u>QUALIFICATIONS</u>			
1	An appropriate or be willing to work towards a Level 2 or 3 qualification in a 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
<u>KNOWLEDGE</u>			
1	Knowledge of Vocational Qualifications	E	Application form/Interview
2	Computer literate and proficient in using software applications	E	Application form/Interview
3	Knowledge of assessment procedures	E	
4	Awareness of Safeguarding Legislation	E	Application form/Interview
<u>EXPERIENCE</u>			
1	Experience of undertaking assessment as part of National Vocational Qualifications	E	Application form/Interview
2	Experience of planning and delivering training in the workplace/classroom/workshop	E	Application form/Interview
3	Experience of working within occupational area	D	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
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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 development	E	Interview
4	Driver's licence, 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.*