

## JOB DESCRIPTION

POST TITLE	:	Trainer/Assessor in Functional Skills
SCALE	:	Support Scale
SALARY	:	Up to £34,531
RESPONSIBLE TO	:	Head of Maths and English
CLOSING DATE	:	5.00pm, Tuesday 30 April 2024
INTERVIEW DATE	:	Wednesday 8 May 2024

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

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

### **Responsibilities**

- 1 To develop and deliver Functional Skills Maths, English and ICT in lessons and workshops to small groups and individuals on Apprenticeship programmes.
- 2 To prepare schemes of work/lesson plans and ensure appropriate learning and assessment materials meet the needs of learners and are of the agreed standard.
- 3 To deliver underpinning knowledge/training sessions to learners in the workplace.
- 4 To prepare assessment plans and carry out regular assessment of learners in the workplace.
- 5 To develop, maintain and update individual learning plans to ensure the timely achievement of qualifications as required by awarding bodies.
- 6 To track, monitor and review learner progress throughout training and provide feedback as appropriate.
- 7 To carry out comprehensive induction and enrolment activities.
- 8 To involve employers in training and learning, and liaise with them on learner progress.
- 9 To develop relationships with employers in order to generate new business.
- 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. A flexible approach to the working hours is required, in line with the needs of the College.

## PERSON SPECIFICATION

**POST:** **Trainer/Assessor in Functional Skills**

**DIVISION:** **Maths and English**

<b>QUALIFICATIONS</b>		<b>Essential/ Desirable</b>	<b>To be identified by:</b>
1	An appropriate Level 3 qualification in a relevant vocational area	E	Application form
2	Possess or be willing to work towards an appropriate Health & Safety qualification within 12 months	E	Application form
3	Possess a relevant teaching qualification or be willing to work towards within two years of starting employment	D	Application form
<b>KNOWLEDGE</b>			
1	Knowledge of Functional Skills qualifications in Maths and English	E	Application form/Interview
2	Computer literate and proficient in Microsoft Office	E	Application form/Interview
3	Knowledge of assessment procedure in work based learning and apprenticeships	E	Application form/Interview
4	Awareness of safeguarding legislation	E	Application form/Interview
<b>EXPERIENCE</b>			
1	Experience of successful teaching of Functional Skills Maths and/or English	E	Application form/Interview
2	Experience of training and/or supervising supervising learners in the workplace	D	Application form/Interview
3	Experience of working within occupational areas	D	Application form/Interview
4	Experience of liaising effectively with employers	E	Application form/Interview

**PERSONAL**

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/ Interview
3	Good teamworking skills and commitment to teamworking	E	Application form/Interview
4	A commitment to ongoing professional development	E	Application form/Interview
5	Driver’s license, access to a vehicle and appropriate insurance to cover Business Use	E	Application form
6	Enthusiasm for the role of further education in building and changing lives	E	Application form/Interview

**STANDARD COLLEGE REQUIREMENTS**

1	Commitment to College’s Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	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.*