

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Trainer/Assessor in Engineering (Electrical) (Fabrication and welding)
Responsible To:	Head of Section (Engineering)
Department:	Apprenticeships
Salary Grade:	Grade D

JOB ROLE

To promote, deliver, train and assess learners on Engineering Apprenticeships including Electrical and/or fabrication and Welding You will inspire, guide and develop apprentices with effective high-quality teaching and training activities, to promote a positive learning experience for the candidate.

As part of a committed and valued member off the team, you will deliver a range of topics to apprentices to a very high standard.

The delivery and management of agreed tutor caseloads will take place in a variety of work environments including on-site assessments, in the workplace or college workshops.

The successful candidate will support the organisation's 3 I's, Intent, Implement and Impact with innovative delivery methods. Therefore, this will enable apprentices to, develop their knowledge, skills and behaviours to meet and exceed industry standards and prepare to be part of an effective resilient modern-day work force.

The post holder will be expected to deliver training some evenings and from external training venues.

KEY DUTIES

No	Description of Duties
1	Develop innovative delivery models and customised training programmes providing quality training to meet the needs of employers
2	Participate in curriculum development and planning
3	Deliver a range of effective assessment techniques in the workplace leading to timely achievements
4	Ensure candidates are registered with awarding bodies

5	Attend performance review and facilitate standardisation meetings
6	Update and maintain an agreed learner tracking system
7	Provide reports of performance, recruitment, retention and achievement
8	Maintain an up to date knowledge of eligibility criteria for work-based learning contracts
9	Maintain appropriate and accurate records for both academic and administrative purposes.
10	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual
11	Carry out general academic duties in accordance with the general policy framework of the College
12	Assume joint responsibility within course teams for quality of course delivery
13	Undertake appropriate in-service training when required to do so and take responsibility for own continuous professional development
14	Ensure effective communication takes place with management, staff, students, customers and clients
15	Ensure a high level of confidentiality at all times
16	Manage an agreed caseload of learners

Standard Clauses - all Job Descriptions

- To comply with the College’s policies and procedures
- To comply with Sandwell College’s safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title:

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	Hold a teaching qualification, minimum of PTLLS or equivalent		X
1.2	Hold a D32/33/A1/TAQA or willing to work towards	X	
1.3	Hold a D34/V1 or willing to work towards		X
2. Experience			
2.1	Experience of assessing and training in the subject area to Level 3 or above	X	
2.2	Experience /knowledge of working within the relevant sector	X	
2.3	Experience of managing caseloads of candidates		X
3. Skills/Abilities			
3.1	Be able to present information to learners and colleagues using ILT.	X	
3.2	Effective communication	X	
3.3	Ability to work under pressure and meet deadlines and targets	X	
4. Qualities			
4.1	Willingness to work within a team to implement college strategic policy.	X	
4.2	Flexibility in delivering training and assessments at external training venues during some evenings.	X	
4.3	Prepared to actively participate in new developments	X	
4.4	Genuine understanding of a commitment to Equal Opportunities in practice	X	
5. Other			
5.1	UK Driving licence free of major endorsements and the use of a vehicle.	X	