

THE TRAFFORD COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE:	Trainer/ Assessor IT
REPORTS TO:	Head of Studies
RESPONSIBLE FOR:	N/A
AREA:	Apprenticeships, Community Learning
GRADE/SALARY:	Scale 6 £24,360 - £26,007 Pro Rata £12,180 - £13,003.50

Our Vision

Unlocking potential, fostering success'

Through its innovative approach to learning and exceptional engagement with business, Trafford College prepares learners for success in work and life.

Our Values

Ambitious

We set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.

Resilient

We believe that every challenge is an opportunity to learn, develop and become stronger.

Collaborative

We work together, support one another, share ideas, and encourage success.

Inclusive

We value individual difference and creating an environment where everyone has the same opportunities

Respectful

We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind

JOB PURPOSE:

To carry out training and learner assessments within an area of Occupational Competence

KEY ACCOUNTABILITIES:

1. To interview, complete an initial assessment, enrol and development of learners skills in the classroom.
2. Effectively co-ordinate the planning, delivery and deployment of innovative programmes of learning.
3. Provision of effective instruction, guidance and support to learners
4. Assess candidate's performance against agreed standards

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5. To co-ordinate internal verification process, implementing and maintaining the College policies and procedures
6. To assist the community development team in a range of activities that will contribute to improving curriculum development and excellence.

KEY AREAS OF RESPONSIBILITY:

1. Responsible for planning and delivering innovative programmes of learning, enabling learners to develop their knowledge and practical skills so that they can demonstrate their competence to industry standards
2. Conduct initial assessments and training needs analyses to identify the learning styles of learners and apprentices within an area of Occupational Competence
3. Deliver functional skills IT up to level 2 as well as essential digital skills qualifications.
4. To carry out any administrative work associated with the learning programmes that the Group delivers, such as completing learner documentation that is required as part of funding compliance.
5. Maintain regular contact with learners and assessors within your area.
6. Carry out initial assessment including additional learning and social needs of learners and completion of associated paperwork (endorsements and sign up paperwork)
7. Undertake learner induction
8. To provide support to learners in centre on a one to one and group basis.
9. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
10. To work across all sites where needed.

Equality and Diversity:

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.

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2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person Specification – Trainer Assessor

Attributes	Essential	Desirable
Values and Behaviours		
Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential	✓	
Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.	✓	
Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.	✓	
Collaborate, share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.	✓	
Professional, be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.	✓	

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Qualifications		
A teaching qualification (PTLLS, CTLLS, DTLLS, PGCE, CertEd)	✓	
Literacy and numeracy to a level 2 or a willingness to work towards	✓	
Experience, Knowledge and Skills		
Proficient in delivering Functional Skills up to level 2	✓	
Experience of assessing and/or teaching in the area of work based learning	✓	
Experience of working with young people	✓	
Comprehensive knowledge of the subject area.	✓	
The ability to plan and deliver assessment to meet each learner's needs	✓	
The ability to assess learners' starting points and monitor their progress, set challenging tasks and build on and extend learning for all learners	✓	
The ability to deliver detailed and timely feedback following assessment of learning.	✓	
The ability to develop English and maths as part of a learners' programme.	✓	
Empathy and the ability to recognise the different needs of others and commitment to want to meet those needs.	✓	
An interest in the learners and a commitment to support them to achieve their best.	✓	
The ability to inspire, motivate and develop the capabilities of learners resulting in the delivery of outcomes.	✓	
Self-confidence and an ability to tenaciously challenge under performance of learners.	✓	
Excellent communication skills and the ability to give and receive feedback to improve performance.	✓	
The ability to develop positive, supportive and coaching relationships with learners.	✓	
The ability to work as a member of a cohesive team and build productive relationship with colleagues, customers and key stakeholders.	✓	
The ability to build networks and relationships and understand stakeholder perspectives for the benefit of the organisation.	✓	
Experience and evidence of supporting learners to achieve their maximum potential.	✓	
Ability to respond to feedback to personally develop.	✓	
Continued professional development within the subject area/curriculum field the post relates to.	✓	

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