

JOB DESCRIPTION

JOB INFORMATION			
JOB TITLE	Vocational Trainer/ Assessor	RESPONSIBLE TO	Professional Training Manager
SERVICE AREA	Activate Apprenticeships	LOCATION/CAMPUS	Reading/ Oxford – willingness to travel essential
GRADE	VT2/ 3 subject to experience	GRADE RANGE	
HOURS	Full time	TYPE	Permanent
JOB PURPOSE			
<ul style="list-style-type: none"> The post holder is responsible for working with a portfolio of learners and apprentices at their workplace, providing clear and concise instruction on practical skills and theoretical knowledge and assessing for high quality care delivery within the Health & social Care environment. Working with learners to achieve Levels 2 to 4 / 5 in Adult care This may also include some additional training in a College environment when or if required. Delivering functional skills in English and Maths to learners as well as preparing apprentices for End point assessment. 			
QUALIFICATIONS AND EXPERIENCE	TECHNICAL KNOWLEDGE/SKILLS	BEHAVIOURAL SKILLS	
<ul style="list-style-type: none"> Essential:- Industrial experience Advanced apprenticeship or equivalent Level 3 qualification in a relevant vocational area Level 2 qualification in literacy and numeracy or equivalent D32, D33 & D34 or A1 awards or equivalent Extensive vocational experience in the subject area; or relevant previous experience as a Vocational Trainer or Assessor Use of a car and clean driving licence essential. Desirable:- Previous experience in WBL, FE, or similar environment Experience of managing a portfolio of learners 	<ul style="list-style-type: none"> IT literate with the ability to use a variety of software e.g. PowerPoint, Word, Excel (E) Excellent general administration skills - word processing, general office skills, telephone skills (E) Knowledge of a specific industry sector, Previous experience with electronic portfolios 	Display and role model the Activate Learning Standards of Behaviour: TAKE RESPONSIBILITY, doing what we say we are going to do by: 1. planning ahead 2. staying focused 3. meeting agreed deadlines EARN RESPECT, being positive with each other by: 1. listening attentively 2. being honest AIM HIGH, going further by: 1. setting challenging goals 2. being resilient 3. improving continuously MAKE IT HAPPEN, by: 1. taking initiative 2. inspiring each other to meet all these standards	
<p><i>* Please note: (E) is an essential criteria, and (D) is a desirable criteria</i></p>			

MAIN DUTIES AND RESPONSIBILITIES

Key Responsibilities:

- Arrange, supervise and conduct Apprentices assessments and other relevant candidate examinations/tests
- Assist candidates in the collection, presentation and recording of 'evidence' of skills and knowledge as required by their learning programme
- Generate and maintain appropriate candidate and other records, assessment and test results, data and statistics
- Monitor & review candidates progress, attendance and punctuality and assist course tutors/internal verifiers/training co-ordinators by providing reports
- Assist in the recruitment of new candidates including interviewing, marketing & induction which may include attendance at some evening events
- Design and deliver learning opportunities to optimise learning and achievement for each student
- Design learning programmes including, where appropriate the development of lesson plans and schemes of work to optimise student achievement
- Instruct candidates in relevant core and underpinning knowledge and techniques
- Seek evidence that learning has taken place, review each learning opportunity for effectiveness and take appropriate action to improve the learning opportunity
- Identify and follow up 'at risk' learners and where necessary make referrals to specialist support services
- Assist in the development of individual learning plans and set appropriate targets for candidates throughout their programme
- Contribute to the review of the quality of the provision and the implementation of any changes through liaison with curriculum staff and managers
- Ensure knowledge of NVQ standards/requirements and occupational competence is updated on a regular basis

GENERIC RESPONSIBILITIES

- **To always work and act in accordance with the group's Vision, Values and Strategic Plan**
- **To demonstrate professional behaviour and appearance at all times**
- **To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate**
- **Learning's policies and procedures**
- **To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students**
- **feel safe and supported, and British values are celebrated**
- **To be accountable for own safety and that of colleagues/ visitors to the workplace**
- **To work in a flexible manner and be willing to undertake other duties as reasonably requested**

Candidate Screening

Rehabilitation of offenders Act 1974 applies

Disclosure & Barring Service Enhanced Clearance

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Corporation need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

It is the Policy of Activate Learning to recognise and encourage the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the institution. The College will, therefore aim to provide an education service which, in its teaching, administration and support services actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation in both education and employment.

Health & Safety Statement

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all other staff. Line managers have specific responsibility for the health and safety of their direct reports and other team members for which they have general management responsibility.

Safeguarding Statement

Activate Learning is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment.