



JOB DESCRIPTION

POST TITLE: REGIONAL TRAINER ASSESSOR – BRICKWORK AND GENERAL CONSTRUCTION

POST NUMBER: WREQ2059

GRADE: LECTURER SCALE

JOB PURPOSE

The Regional Trainer Assessor – Brickwork and General Construction role is part of the Training Solutions Team and involves the undertaking of assessment and coordination of apprenticeship training. The role of the assessor is to maximise apprenticeship completion across the brickwork and maintenance operations / property maintenance pathways offered at Weston College and to ensure that apprentices are supported through their apprenticeship journey. You do not necessarily need any qualifications but will need to be experienced in brickwork and some elements of general building and maintenance.

KEY DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to the Head of Faculty for the following:

- Assess candidate competence within a college and work based environment;
- Prepare, maintain and monitor periodic reports of candidate progression through their apprenticeship journey
- Record and monitor apprenticeship progress via 'Smart Assessor';
- Prepare assessment planning activity of Construction candidates to ensure all aspects of the apprenticeship framework is met within a timely manner;
- Identify and support maths and English needs of candidates to ensure levels of attainment are met within a timely manner;
- Build and foster effective working relationships with employers, including nominated work based recorders;
- Work closely with the subject area manager for Construction to ensure clarity of each candidate's technical certification progress/completion;
- Monitor and support effective quality assurance procedures as part of the engineering quality team;
- Ensure effective arrangements and maximise success in apprentice End Point Assessment tests;
- Develop the wider skills of apprentices to improve their vocational progress and in turn, the impact of their apprenticeship to their employer;
- Canvas and recruit new employers across Construction pathways through apprenticeship standards opportunities;



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- Provide advice and guidance to students in their progression to either employment or other courses within the College;
- Take part in recruitment activities and be able to offer information, advice and guidance to those looking to follow an engineering career path or associated subject area.

GENERIC DUTIES AND RESPONSIBILITIES

In addition to the requirements of the post above, all representatives of the academic staff are required to:

- Deal with immediate apprentice disciplinary and welfare problems;
- Assist with all administration duties associated with the role;
- Participate in programme / school / college activities as requested, including information evenings;
- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs;
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Policies;
- Undertake individual or collaborative research and consultancy work agreed by College management as part of the lecturers' current duties;
- Be prepared to operate on a flexible year as required; representatives of the academic staff will normally be expected to work not more than two evenings per week on average;
- Comply with Information Security requirements, in line with Weston College policy;
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

SUPERVISORY RESPONSIBILITY

None.

SUPERVISION RECEIVED

Line manager.

CONTACTS

Governors, all staff, members of the public, and various external agencies.



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SPECIFIC INFORMATION

As a Regional Trainer / Assessor, the College will supply you with your own personal work laptop and mobile phone. In addition, the College will compensate for work-related travel and mileage expenses.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY

Lecturer Scale, Points 1-4: £23,604.00 - £28,136.00 per annum, plus a £5,000.00 market rate supplement.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 218.5 hours per annum, inclusive of statutory bank holidays and college closures.

Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Significant, relevant employment within the bricklaying and general construction industry.	✓	
A Level 2 brickwork qualification.		✓
A Level 2 qualification within the wider building maintenance sector.		✓
Assessor and Verifier Awards (or equivalent). <i>All candidates for assessor posts must possess a recognised Assessors Qualification, or be prepared to gain this Qualification (with the assistance of the College) within the first year of service.</i> <i>You will also be required to gain an appropriate Verifier Awards, in line with duties.</i>		✓
Knowledge of assessment practices within apprenticeships.		✓
Current knowledge and understanding of the Construction sector	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responsiveness to student's needs.	✓	
Ability to work unsupervised, demonstrating self-management when under pressure and in demanding situations.	✓	
Computer literacy and good administrative skills.	✓	
Highly motivated with the ability to respond positively to change.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Recognised UK driving licence and access to own transport.	✓	