

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Trainer Assessor in Dog Grooming</b>
<b>Responsible To:</b>	<b>Assistant Director</b>
<b>Department:</b>	<b>Animal Care</b>
<b>Salary Grade:</b>	<b>Grade D</b>

### JOB ROLE

- To participate in recruitment and selection activities.
- To deliver underpinning knowledge and key skills.
- To plan for, assess and give feedback to NVQ candidates
- To carry out internal verifications duties
- To provide a point of communication for students, employers and staff
- To liaise and work co-operatively with organisations such as awarding bodies, professional organisations and placement providers.
- To promote the credibility of the courses within the professional arena, institutions and professional organisations.
- To maintain professional updating and understanding of curriculum developments
- To assist in developing the delivery and assessment plans for the courses provided and to administer relevant documentation
- To ensure that course related documentation is maintained to a high standard in accordance with the requirements of the College, department and Awarding Bodies
- Tasks related to the job role e.g. other short courses, may be allocated by the Line Manager to fulfil contracted hours.

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: Trainer Assessor in Dog Grooming**

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

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