

Job Description

Job Title:	Professional Trainer in Health Science
Responsible To:	Area Head of Health and Social Care and Science
Line Management of other staff:	No
Location:	Colchester
Salary:	£32,238 - £39,620 per annum
Date of last review:	July 2024

Purpose Statement:

We are looking for a Professional Trainer in the Area Health and Social Care, and Science to join the existing team to provide quality teaching and learning for students, preparing appropriate delivery material and carrying out teaching to the requirements of individual courses and students. The focus of the post will be in healthcare science, working with learners in a laboratory environment developing essential skills to prepare them for work in the science industry, and also to prepare learners for work placement. The postholder will work with external stakeholders including ESNEFT to develop work placement opportunities and ensure learners are best equipped to progress to employment or higher education in science.

Main Duties & Responsibilities:

1	Teaching responsibilities; preparation, delivery, individual student tutoring and marking.
2	To contribute to the development of learner laboratory skills in preparation for learners to attend work placement.
3	To maintain appropriate student attendance records as required.
4	To monitor learner progress including carrying out regular progress reviews and target setting.
5	To keep and maintain accurate records and documentation.
6	To organise and monitor learner science-based work placements, including visits and associated administration.
7	To develop, maintain and extend links with a range of external organisations, including ESNEFT, as appropriate, developing links to support student progression and to inform curriculum planning.
8	To attend, as required, up to 6 meetings a year as specified by the Head of Area. They may include course review meetings and curriculum development meetings.
9	To complete appropriate awarding body documentation and ensure compliance of required procedures.
10	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.

11	To develop and update personal professional expertise in the relevant areas.
12	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
13	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title: Professional Trainer in Health Science

Qualifications	Essential	Desirable	How is this assessed?
Relevant professional qualification to the subject area.	✓		A / I
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A / I
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.	✓		A / I
Assessor/Verifier Awards		✓	A
Experience	Essential	Desirable	How is this assessed?
Experience of delivering training and assessing in the workplace and/or educational setting.	✓		A / I
Extensive vocational experience in relevant area of practice.	✓		A / I
Able to demonstrate experience of working with learners with a wide range of needs.	✓		A / I
Evidence of relevant Continual Professional Development (CPD).	✓		A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Innovative and flexible approach to supporting students.	✓		A / I
A willingness to develop knowledge and skills in the use of technology to support teaching, learning and assessment.	✓		I
Proven ability to work as part of a team.	✓		A / I
Good time management/organisational skills.	✓		A / I
Knowledge of Health and Safety in area of practice.	✓		A / I
Excellent interpersonal, oral and written communication skills.	✓		A / I

Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test