

Job Description: Trainer Assessor (Apprenticeships – Functional Skills English)

Role Specific

1. Support the delivery of Business Unit apprenticeship programmes through the planning, delivery and feedback of Functional Skills English
2. Plan and deliver Functional Skills across a variety of settings – including on College sites, at employer premises and/or online, both one-to-one and in small groups across Lancashire.
3. Demonstrating best practice and sharing current knowledge in line with the new functional skills reform
4. Use apprentices starting points, identified from their initial assessments to individualise learning plans to support them to successful completion of their Functional Skills
5. Maintain accurate apprentice records of teaching, learning and assessment using the e-portfolio.
6. Monitor the progress of students ensuring that appropriate support is provided in order to improve retention and timely achievement
7. Plan and record apprentices individual learning plan, for groups – group profiles.
8. Complete training records in accordance with College procedures
9. Complete assessment records in accordance with college and awarding body procedures
10. Be involved in the internal verification process of assessment
11. Action any issues regarding learner attendance, behaviour or other causes for concern
12. Assist in the implementation of quality improvement plans in order to raise standards
13. Establish and maintain good relationships with employers and assessors/Programme Leaders
14. Ensure a safe working environment for all students
15. Check and ensure appropriate registration and claims of qualification aims in a timely manner
16. Ensure high quality provision; measure and monitor progress against overall and timely success rates and progression
17. Action any issues regarding learner attendance, behaviour or other causes for concern with PL/assessor/Employer
18. Ensure pro-active and effective liaison with appropriate organisations and the wider community, to the benefit of the College.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	Trainer Assessor – Functional Skills
Qualifications and Attainments	Essential / Desirable
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	Essential
Sufficient knowledge in a relevant subject	Essential
A recognised teaching qualification	Essential
Training, Experience and Knowledge	
Successful experience of delivering Functional Skills English	Essential
Ability to motivate apprentices of all ages toward achievement of their planned objectives	Essential
Ability to deliver the curriculum successfully in a one-to-one setting and to small groups	Essential
Experience of delivery and assessment of qualifications	Desirable
Experience of working with awarding bodies and coordinating training activities	Desirable
Ability to work within a quality framework	Desirable
Ability to set and schedule objectives	Desirable
Successful experience of delivering Functional Skills English	Essential
Personal Skills and Attitudes	
Possess excellent communication skills	Essential
Be a team player	Essential
Ability to develop and promote relevant curriculum effectively	Essential
Ability to use ILT in classroom delivery including interactive whiteboard technology	Essential
Driving licence and access to own transportation	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	Essential