

Job Description: Trainer Assessor – Teaching Assistant/Early Years

Role Specific

1. Deliver all elements of the childcare standards including: training, mentoring, learner reviews, timely feedback and assessment
2. Deal with apprenticeship recruitment and enrolments
3. Be involved in apprentice, College and company inductions
4. Take a “hands-on” approach with apprentices, coaching and demonstrating best practice in line with the new Standards
5. Conduct initial assessment of apprenticeship needs
6. Maintain accurate apprenticeship, records, training plans/assessments through our e-portfolio
7. Identify and facilitate the employers of apprenticeships in order to ensure that both apprenticeship and employer needs are met
8. Monitor the progress of students ensuring that appropriate support is provided in order to improve retention and timely achievement
9. Ensure assessments meet awarding body standards
10. Complete training records in accordance with College procedures
11. Be involved in the internal verification process of assessment
12. Facilitate the assessment and delivery of Functional Skills, where appropriate
13. Assist in the implementation of quality improvement plans in order to raise standards
14. Establish and maintain good relationships with employers
15. Ensure a safe working environment for all apprentices
16. Ensure appropriate registration of qualification aims
17. Ensure high quality provision; measure and monitor progress against overall and timely success rates, learner retention and progression
18. Action any issues regarding learner attendance, behaviour or other causes for concern
19. 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

Person Specification: Trainer Assessor – Teaching Assistant/Early Years

Person Specification	Trainer Assessor – Teaching Assistant/Early Years
Qualifications and Attainments	Essential / Desirable
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	Essential
NVQ Level 4 or equivalent in a relevant subject (Childcare)	Essential
A1 qualification	Essential
V1 or equivalent qualification	Desirable
A teaching qualification	Desirable
Training, Experience and Knowledge	
Current commercial/industrial experience	Essential
Experience of delivery and assessment of qualifications (Teaching Assistant/Early Years)	Essential
Ability to motivate young people toward achievement of their planned objectives	Essential
Experience working in schools and or early years settings	Essential
Experience of working with awarding bodies and co-ordinating training activities	Desirable
Assessment of qualifications and progressive levels	Desirable
Ability to work within a quality framework	Desirable
Ability to set and schedule objectives	Desirable
Personal Skills and Attitudes	
Ability to use ILT in classroom delivery including interactive whiteboard technology as well as online delivery	Desirable
Driving licence and access to own transportation	Essential
Ability to develop and promote relevant curriculum effectively	Desirable
Possess excellent communication skills	Essential
Be a team player	Essential
Display initiative, be positive and enthusiastic and be solution focussed	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