# Job Description

*(This is a description of the job as it is presently constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, in the organisation, after consultation with you).*

**Post Title:**  Trainer/Assessor (Health & Social Care)

**Department:**  Apprenticeships & Work Based Delivery

**Contract:** 12 months fixed term

**Hours:**

**Location:**

**Responsible to:** CEO (Health and Education)

**PRINCIPAL DUTIES:**

1. To be accountable for maintaining a caseload of learners both in and outside of the company, and for ensuring the delivering of training progress meets the requirements of the appropriate funding body, awarding body and the company.
2. To deliver training and assessment on a range of qualifications together with underpinning knowledge. Delivery involves producing schemes of work, lesson plans, learning materials and assessment plans, and any other related activities that impact on learning effectiveness.

**MAIN DUTIES:**

1. To assist in the recruitment, selection, admission and education of students. Developing and reviewing Individual Learning Plans (ILPs).
2. To support students in achieving their learning goals through:
   * Demonstrating practical applications of vocational programmes.
   * Conducting work-based observations and assessments.
   * Adapting/developing appropriate learning materials.
   * Tutoring, including online support.
   * Recording and providing feedback to students on progress in their programme of learning.
   * Assisting learners to complete workbooks and build up a portfolio of evidence for assessment.
   * Facilitating workshops for learners.
3. To maintain records to track student achievement and performance on all aspects of the framework (Maths, English and ICT).
4. To complete registers, maintain course and student files and all other administrative duties associated with the effective subject and course delivery.
5. To internally verify portfolios on a scheduled basis and provide assessors with feedback.
6. To provide timely feedback on student progress and achievement.
7. To provide information, advice and guidance relating to progression opportunities.
8. To contribute to the review and evaluation of curriculum programmes, self-assessment and the implementation of effective quality improvement plans.
9. To assist with the promotion and marketing of the Company.
10. To share best practice and resources in training, learning and assessment.
11. To participate in and attend course/subject Company team/standardisation meetings.
12. To prepare, maintain and monitor the training/workplace environment to meet Health & Safety standards.
13. To maintain high levels of housekeeping in the area.
14. To understand and adhere to Company Health and Safety policies and guidelines ensuring compliance with statutory legislation and best practice.
15. To have due regard to, and take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults and PREVENT.
16. To uphold the company values and responsibilities with regard to equality and diversity.
17. To work at any of the Company sites on a temporary or indefinite basis.
18. To undertake such duties as are reasonably allocated.

# PERSON SPECIFICATION

**DIRECTORATE:** Teaching & Learning

**POST TITLE:**  Trainer/Assessor in Health and Social Care

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|  |  | **E** | **D** |
| **Formal**  **Qualification** | Level 4 Health or Social Care Qualification  Level 3 Health or Social Care Qualification  Assessor Award (A1, TAQA Level 3).  V1, TAQA Level 4 Award or willingness to undertake qualification.  Registered Manager Award or willingness to undertake qualification.  Education and Training Qualification Level 3, 4 or 5 and/or the equivalent such as PTLLS, CTLLS or DTLLS. | ✓  ✓    ✓ | ✓      ✓  ✓ |
| **Knowledge** | Good knowledge of Apprenticeships in the relevant subject. Good knowledge of assessment procedures. | ✓ |  |
| **Experience** | Successful experience of assessing Apprenticeships.  Successful experience of learning support.  Successful experience of supporting students.  Relevant and current industry experience in a General  Health setting (e.g. General Hospital) | ✓  ✓  ✓  ✓ |  |
| **Skills** | Good communication skills, to be able to handle in a confident and professional manner, all types of telephone/face to face contact.  Good organisation and administration skills  Good Presentation skills  Ability to prioritise workload.  Ability to problem solve.  Ability to use own initiative.  Reasonable IT Skills. | ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Other Specific**  **Qualities** | Ability to maintain confidentiality.  Demonstrable commitment to equality of opportunity for all.  Ability to work flexibly to respond to changing priorities. Enthusiastic. | ✓  ✓  ✓  ✓ |  |
| **Personality**  **Motivation** | Able to work as part of a team.  Committed to high standards.  Committed to supporting students. | ✓  ✓  ✓ |  |
| **Physical**  **Requirements** | Fit and able to carry out the duties of the post. | ✓ |  |
| **Circumstances** | Able to work outside normal hours as may be required to work evenings and weekends.  Able to travel. | ✓  ✓ |  |

# E = Essential D = Desirable