

**PETERBOUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

POST TITLE

Trainer/ Assessor

OVERVIEW OF THE ROLE

At City College Peterborough the Trainer/ Assessor role is key to enhance the responsiveness to meeting the needs of apprentices, adult learners and employers within the local community; achieving our corporate targets and quality standards.

The successful candidate will join a small team of dedicated hardworking and committed staff, able to work flexibly within the working week and year.

Strong inter-personal skills are required for this post as the College continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for apprenticeships.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a demanding and challenging post playing a key part in the continuing success, development and expansion of our provision across the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive “can do”, “will do” approach, together with the ability to work with, and motivate others is essential.

Closing date for receipt of applications: **on going**
Interviews will be held: **to be confirmed**

Pat Carrington
Head of the Adult Learning Service/Principal

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

PCC Section: Peterborough Adult Learning Service (PALS)/City College Peterborough (CCP)
Department: Apprenticeship and Business Skills
Job Title: Trainer / Assessor
Grade: Teaching and Assessor Rate: £21,539.61 to £30,716.10 pro rata
Responsible to: Apprenticeships Curriculum Manager

JOB PURPOSE

To provide innovative training to a range of Apprenticeship and adult learners to vocational sectors; carry out assessment and portfolio guidance in order that learners obtain full competence and achieve their qualification Framework or Standard to industry regulatory standard timely.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Carry out recruitment interviews for apprenticeship vacancies, and determine suitability based on behavior/ attitude and academic ability.
2. Carry out effective initial assessment of learners and design individualized training programmes to meet the needs of each learner.
3. Provide learners with a full induction to our programmes covering training and assessment requirements.
4. Plan assessment and deliver training that contributes to the learners' learning programme.
5. Assess learners using a variety of methods including accreditation of prior learning or achievement.
6. Provide learners with evaluative feedback on the skills displayed, reviewing their progress at regular intervals, and set regular targets to ensure timely achievement in readiness for End Point Assessment.
7. Identify and document any additional support requirements for learners and ensure that these are delivered on an individual basis.
8. Contribute to the internal quality assurance processes, as well as those demanded by external bodies and sector skills councils
9. Maintain own continuous professional development in all aspects of our programmes and relevant industry requirements.
10. Maintain effective employer relationships to support learners in their places of work and increase recruitment / work experience opportunities.
11. Meet monthly recruitment targets (new business/ progressions) and maintain a personal caseload as set by the Apprenticeship Manager.
12. Plan and support the delivery of Functional Skills to Level 2 where this is relevant to the learner's qualification requirements.
13. Support the delivery of learning and external assessment of underpinning knowledge where this is relevant to the learner's qualification requirements.

14. Adhere to relevant industry Health & Safety legislation and monitor health and safety in care environments to ensure the safety of our learners.
15. Attend regular team meetings.
16. Contribute to the annual self assessment and development review.
17. Contribute to the maintenance of liP and Ofsted inspection to a minimum Grade 2.

GENERAL DUTIES

1. To ensure that the College/Service's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the College
3. To promote high standards of Health, Safety and Welfare, ensuring that the College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Peterborough Adult Learning Service/Principal CCP.

VARIATION CLAUSE

This is a description of the post, as it is constituted at the date shown. It is the practice of this Service/College to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

Description prepared by: Tanya Meadows Date: August 2012
(Vice Principal)

Description authorized by: Pat Carrington Date: August 2012
(Head of Service/Principal)

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CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Knowledge of <ul style="list-style-type: none"> • Health and Safety in the Workplace, • Apprenticeship frameworks and standards • QCF qualifications • Ofsted • Employer engagement 	
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Sector specific skills • A good level of IT Skills, familiar with Microsoft programmes • Ability to motivate and encourage learners of all abilities, including those requiring additional learning or social support • Flexible / adaptable attitude to work, colleagues and trainees • Ability to work to agreed challenging targets • Ability to work in a team to agreed objectives and targets • Good administration skills • Good written and verbal communication skills 	

EXPERIENCE	Proven experience in: <ul style="list-style-type: none"> • Occupational area, minimum of 2 years • Assessing QCF qualifications • Building successful relationships with employers • High achievement rates 	Experience of working with young adults
QUALIFICATIONS	Proven experience in: <ul style="list-style-type: none"> • Appropriate Qualifications in vocational area to Level 3 • Minimum Level 2 in Literacy or Numeracy 	Assessor Qualifications e.g. A1/ D32/33 / TAQA (or willingness to work towards) Internal Quality Assurance qualifications Sector qualifications IT Qualifications
SAFEGUARDING	Proven commitment to: <ul style="list-style-type: none"> • Ensuring the safeguarding of children and vulnerable adults 	
EQUALITY AND DIVERSITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.	
CUSTOMER CARE	Proven Record in: <ul style="list-style-type: none"> • The understanding and practice of effective customer care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Full driving license and access to a vehicle • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the proper performance of duties 	