



JOB DESCRIPTION	
JOB TITLE	Skills Trainer Assessor – Electrical Installations
PAY/GRADE	£27,476 - £33,700 per annum (plus annual market rate allowance of up to £4,000pa dependent on contract type (varying T&Cs) and qualifications) Unqualified: £27,476pa - £29,995pa plus annual MRA of £2,000pa Qualified: £29,128pa - £31,791pa plus annual MRA of £4,000pa (L3 TAQA or equivalent) Qualified: £30,882pa - £33,700pa plus annual MRA of £4,000pa (L4 TAQA or equivalent)
HOURS	37 hours per week, full time, permanent
REPORTS TO	Apprenticeship Delivery Manager
LOCATION	Peterborough College
JOB PURPOSE	
<p>To provide assessment, coaching and mentoring support to apprentices and work-based learners in the relevant apprenticeship framework or apprenticeship standard to achieve timely success. Working as part of the wider Academy team to provide a professional and quality service to apprentices, work-based learners and their employers in assessment of any relevant qualifications appropriate to the apprenticeship or work-based programme. Facilitating regular performance development reviews with the apprentice and their employers providing the required coaching and support to ensure the apprentice achieves their full apprenticeship / work-based learning successfully.</p> <p>Working flexibly to meet the assessment, skills and behavioural development needs of the apprentice / work-based learner both in College and at employer sites at varying times throughout the learning programme as required.</p> <p>Preparing the apprentice and/or work-based learner for successful achievement in their required assessments.</p>	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> • Be responsible for an agreed case-load of apprentices/work based-learners and to develop, plan and deliver quality assessment to meet the requirements of the qualification or apprenticeship framework/standard. • Confirm that the scope of the apprentice / work-based learner job role meets the range of the work-based qualification to support the successful achievement of the programme. • Accurately undertake necessary documentation and processes as associated with apprenticeship/work-based learning programmes to ensure that the PRC provision remains compliant with funding agency rules. • Assess apprentices/work-based learners in a timely manner using a wide range of methods that challenge and motivate learners to achieve, providing timely and constructive verbal and written feedback acknowledging strengths and giving a clear understanding on how to improve. • Champion success by overseeing all contributors to the individual's learning plan, gathering feedback on performance and using this to inform a detailed progress 	



review with clear targets and actions to support learner achievement of their short- and longer-term goals.

- Take accountability for apprentices to achieve their learning and development objectives in a timely manner to contribute to increases in achievement and timeliness rates for the College's provision.
- Regularly collaborate with relevant Colleagues, reporting progress to highlight potential risks of non-achievement and applying interventions as appropriate to mitigate risks.
- Plan and regularly monitor learning and development progress by working collaboratively with relevant parties involved in the apprenticeship/work-based learning programmes.
- Maintain accurate records (paper or electronic) of; assessment; employer and learner activity; and learner achievement, compliant with funding rules, awarding organisation and College guidelines.
- Visit apprentices and work-based learners at agreed regular intervals to ensure timely progression towards learning aims and agree and review appropriate actions related to development of knowledge, skills and behaviours.
- Participate in quality assurance procedures according to established guidelines ensuring compliance with awarding body/EPAO requirements and the College IQA processes.
- Participate in educating employers in changes or developments in the skills sector relevant to their industrial area.
- Represent the College professionally ensuring that manner, conduct and any work undertaken at employer sites maintains the College's reputation and adheres to the local Health and Safety regulations.
- Participate in the activities related to employer and learner voice to actively inform development in the provision to enhance the employer and learner journey.
- Maintain appropriate standards of positive learner behaviour and challenge inappropriate behaviours both in College and in the workplace.
- Keep up-to-date with developments relevant to the area of apprenticeships/work-based learning and area of own vocational expertise, including general developmental and professional updates relating to the delivery of teaching, learning and assessment.
- Be prepared to assess under any discipline you are experienced and competent in.
- Offer pastoral support where relevant for apprentices/work-based learners and to mentor and support staff as required and appropriate.

OTHER

- Engender a strong team ethos, which promotes a positive, can-do attitude across the department.
- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.
- A commitment to the provision of a high quality, student-centred service.
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
- To carry out such duties as may be determined from time to time within the general scope of the post.

TERMS AND CONDITIONS

Contract	Full time, permanent – Technical Specialist
Pension	Local Government Pension Scheme
Holiday	30 days per year, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 10 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday

APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/jobs/>

PERSON SPECIFICATION Skills Trainer Assessor – Electrical

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS						
Level 3 qualified (as a minimum) within at least one relevant vocational industry	E		✓		✓	
Level 3 Assessment & Quality Assurance or equivalent (D qualifications must be updated to the current specification) or willing to work towards within 6 months	E		✓	✓		
Level 4 Assessment & Quality Assurance or equivalent (D qualifications must be updated to the current specification) or willing to work towards		D	✓	✓		
English and maths to at least Level 2	E		✓			
IT qualification to at least Level 2		D	✓			
IOSH Managing Safely qualification (or be willing to work towards)		D	✓	✓		
EXPERIENCE						
Recent relevant experience of working within the relevant industry with high level practical skills where relevant	E		✓	✓	✓	
Recent experience of assessment in both educational and work-based environments		D	✓	✓		✓
Producing and presenting information and reports using a variety of methods		D	✓	✓	✓	
Evidence of offering inclusivity to all learners		D	✓	✓		
KNOWLEDGE						
Demonstrable knowledge, understanding and application of apprenticeship or work-based learning programmes. Knowledge and understanding of innovative programme delivery and a thorough knowledge of QA processes and procedures appropriate to apprenticeship delivery		D	✓	✓		✓
Knowledge of current relevant initiatives within apprenticeships and the further education landscape		D		✓		
An understanding of safeguarding and its importance within the College for work-based learners; suitable to work with children and vulnerable adults		D		✓		✓
KEY SKILLS						
Ability to demonstrate practical trade professional manner	E		✓	✓	✓	✓
Ability to engage and support students in their learning	E			✓		✓
Ability to inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge	E			✓		✓
To manage and promote positive learner behavior	E			✓		✓
Ability to demonstrate the use of ILT within the Learning and Assessment environment	E			✓		✓
Ability to work collaboratively with a wide range of people to achieve common goals	E			✓		✓
Confidence to work and support young people of mixed ability	E			✓		✓
Excellent oral and written communication skills and the ability to communicate effectively with internal and external contacts	E			✓		✓
The ability to work well as part of a team and independently	E			✓		✓
OTHER						
Awareness and respect for colleagues, young adults and children's cultural, religious and emotional needs and beliefs	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects	E			✓		

across IEG						
Evidence of a personal commitment to continuous professional development and training	E			✓		
Flexible approach to working practices	E			✓		
Commitment to the IEG's core values	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		
Ability to travel on College and Group business	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References