



JOB DESCRIPTION	
JOB TITLE	Skills Trainer Assessor in Carpentry & Joinery
PAY/GRADE	£29,476 per annum (including market rate allowance)
HOURS	37 hours per week, all year round
REPORTS TO	Apprenticeship Academy
LOCATION	Stamford and Peterborough College
JOB PURPOSE	
<p>Manage, review and assess a caseload of learners who are based in the workplace and are currently undertaking level 2 and level 3 apprenticeships as part of the sector of the College's curriculum provision, ensuring that they meet the occupational standards needed to achieve full framework / standard accreditation in a timely manner.</p> <p>The role will include overall co-ordination of in-college and on-site activities to provide an overall view of progression of each apprentice. In addition, to act as the Co-ordinator and Assessor of a small cohort of Level 2 Apprentices within your scope of experience. You will be required to co-ordinate the training and assessing for the breadth of the programme between yourself and other staff.</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"> • Work alongside the Apprenticeship Coordinator in Apprentice sign-up, initial assessment and induction process. • Assist in the coordination of any employer engagement initiatives. • Liaise with other lecturers to monitor apprentice progress and provide the necessary report. • Liaise with lecturing staff to compile and carry out comprehensive apprentice reviews which lead to meaningful action plans. • Ensure that apprentices are clear on the criteria and the evidence they have to gain to meet this. • Provide support to employers and supervisors to provide the apprentice with opportunities to gain the required evidence and to validate it. • Provide support to apprentices, employers and supervisors to use the e-portfolio system effectively and efficiently. • Provide individual/small group e-portfolio sessions for apprentices as required. • Liaise with lecturers and others in facilitating students access to and use of appropriate learning materials, equipment, resources etc. • Act as apprentice coordinator, maintaining tracking systems to provide regular and purposeful reports to all interested parties as directed so that there is a clear plan of action which is time bound for each learner. • Assess students by formal or informal methods as required by external examining bodies and following internal College procedures. • Contribute to the assessment of internal quality assurance for students by ensuring that working practices meet the verification process and to meet with the awarding bodies as and when required. • Contribute to the internal verification process. • Contribute to curriculum development and advancing working practices in line with industry trends. 	



- Develop and strengthen supportive partnerships and alliances with stakeholders, other education providers and employers.
- Ensure that the success rates of learners are at or above the level set by the College.

Business Development

- Actively participate in the marketing and promotion of Employer Responsive provision and generate new business for the College.
- Through visits, promote the Carpentry offer to potential clients and liaise with existing clients for additional business.
- Act as an ambassador for the College at events and identify possible opportunities for growth, partnerships and new initiatives.

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	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 at: www.ieg.ac.uk

Closing Date	
Interview Date	

PERSON SPECIFICATION

Skills Trainer Assessor in Carpentry & Joinery

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS						
NVQ/Advanced Craft or equivalent Level 3 qualification)	E		✓			
Assessor Award (AI/TAQA/CAVA)	E		✓			
Level 3 Award in Education & Training/PTLLS or equivalent	E		✓			
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications	E		✓			
Internal Verifier awards (VI/IQA)		D	✓			
HND or higher level qualification		D	✓			
EXPERIENCE						
Comprehensive, recent experience of working in a relevant trade environment	E		✓	✓		
Supporting and instructing learners from entry level upwards	E		✓	✓		
Previous experience of working in Further Education	E		✓	✓		
Assessment of learning	E		✓	✓		
Experience of liaising with External Verifiers and awarding bodies	E		✓	✓		
Verification		D		✓		
Experience of marketing and promotion		D	✓	✓		
KNOWLEDGE						
Excellent subject or vocational knowledge and understanding	E		✓	✓		
Knowledge/experience of the Apprenticeship framework within the relevant subject	E			✓		
Awareness of Government policy in the FE sector and the current FE environment	E			✓		
Understanding of current Health and Safety working processes	E			✓		
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 across IEG	E			✓		

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