JOB DESCRIPTION	
JOB TITLE	Skills Trainer Assessor – Engineering
PAY/GRADE	£27,476 - £29,995 + £2000 Market Rate Allowance
HOURS	37 per week, all year round
REPORTS TO	Apprenticeship Delivery Manager
LOCATION	Peterborough College

JOB PURPOSE

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.

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.

Preparing the apprentice and/or work-based learner for successful achievement in their required assessments.

MAIN DUTIES AND RESPONSIBILITIES

Your main duties and responsibilities will include, but will not be limited to the following areas:

- 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	Dependent on contract type
Pension	Dependent on contract type
Holiday	Dependent on contract type
Probation	New appointees to the College are subject to a 6 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	
Please submit a CV and covering letter detailing how you meet the essential and desirable criteria of the role to HR@ieg.ac.uk	
Closing Date	
Interview Date	

PERSON SPECIFICATION
Skills Trainer Assessor – Engineering (Electrical Bias)

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS	**E**	**D**				
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