



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Skills Trainer Assessor in Electrical Installations
<b>PAY/GRADE</b>	<p>£27,476 - £33,700 per annum (plus annual market rate allowance of up to £4,000pa dependent on contract type (varying T&amp;Cs) and qualifications)</p> <p><b>Unqualified:</b> £27,476pa - £29,995pa plus annual MRA of £2,000pa</p> <p><b>Qualified:</b> £29,128pa - £31,791pa plus annual MRA of £4,000pa (L3 TAQA or equivalent)</p> <p><b>Qualified:</b> £30,882pa - £33,700pa plus annual MRA of £4,000pa (L4 TAQA or equivalent)</p>
<b>HOURS</b>	37 per week, all year round, to be worked flexibly
<b>REPORTS TO</b>	Apprenticeship Delivery Manager
<b>LOCATION</b>	Apprenticeship Academy, Stamford College/Peterborough College
<b>JOB PURPOSE</b>	
<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>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Work alongside the Apprenticeship Coordinator in Apprentice sign-up, initial assessment and induction process.</li> <li>• Assist in the coordination of any employer engagement initiatives.</li> <li>• Liaise with other lecturers to monitor apprentice progress and provide the necessary report.</li> <li>• Liaise with lecturing staff to compile and carry out comprehensive apprentice reviews which lead to meaningful action plans.</li> <li>• Ensure that apprentices are clear on the criteria and the evidence they have to gain to meet this.</li> <li>• Provide support to employers and supervisors to provide the apprentice with opportunities to gain the required evidence and to validate it.</li> <li>• Provide support to apprentices, employers and supervisors to use the e-portfolio system effectively and efficiently.</li> <li>• Provide individual/small group e-portfolio sessions for apprentices as required.</li> <li>• Liaise with lecturers and others in facilitating students access to and use of appropriate learning materials, equipment, resources etc.</li> </ul>	



- 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**

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

### **APPLICATION PROCESS**

Applicants should submit an application form detailing how they meet the essential criteria on the Person Specification, to [hr@ieg.ac.uk](mailto:hr@ieg.ac.uk)

**Closing Date**

<b>Interview Date</b>	
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<b>PERSON SPECIFICATION</b>						
<b>Skills Trainer Assessor Electrical Installations</b>						
Criteria	Essential or Desirable		Assessment Method			
	A	I	T	R		
<b>QUALIFICATIONS</b>						
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	✓			
<b>EXPERIENCE</b>						
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	✓	✓		
<b>KNOWLEDGE</b>						
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			✓		
<b>KEY SKILLS</b>						
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			✓		✓
<b>OTHER</b>						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	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			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behavior at all times	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