
Trainer/Assessor (Distance Learning – Health and Social Care)

External Vacancy

Post Ref 5872. Part Time 18.5 hours, Permanent

£26,406.45 - £28,857.72 per annum, pro rata (dependent on qualifications)

Sunderland College is one of the largest FE Colleges in the country and is strongly committed to work-based learning and pre-employment provision. The area of Employment and Skills provision seeks to increase the skills and knowledge levels of learners in order to improve the competitiveness of organisations and to develop unemployed learners to enable them to gain employment.

We are looking to appoint a suitably qualified trainer/assessor to deliver a range of distance learning qualifications within Health and Social Care. The qualifications include Mental Health Awareness, Dementia Care, Understanding Diabetes, Safe Handling of Medicines, Dignity and Safeguarding, Equality and Diversity, Learning Disabilities, Autism Awareness, Common Health Conditions, Infection Control, End of Life Care. The focus of this role includes managing a caseload of learners, communicating with learners, assessing learners work and giving feedback which leads to successful outcomes; any associated training, assessment and moderation. Qualifications are available to learners either paper-based or on-line therefore experience of on-line assessment would be beneficial.

Applicants for this post must possess an assessor award (D32/D33/A1) and have previous experience in delivering training and assessment in this sector. Experience of internal and external moderation would be advantageous. The successful candidate will be occupationally competent and have a proven track record.

Applicants for this post should have drive and enthusiasm and possess good interpersonal and organisational skills. You should have experience of working in a team, as a commitment to teamwork is vital.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who's suitably qualified.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by Wednesday 26 October 2016, 5:00pm.

It is anticipated that interviews will take place during the week commencing 07 November 2016.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	Trainer/Assessor (Distance Learning – Health & Social Care)
Post Reference No:	5872
Department	Employability
Grade:	Points 026 - 029
Contract:	Permanent
Hours:	18.5
Location:	Any College Campus
Responsible to:	Curriculum Leader (Employability & Community)

PURPOSE:

1. To be accountable for maintaining a caseload of distance learners, and for ensuring the delivering of training progress meets the requirements of the appropriate funding body, awarding body and the college.
2. To deliver training and assessment on a range of qualifications together with underpinning knowledge. Delivery involves producing schemes of work, lesson plans, learning materials and assessment plans, and any other related activities that impact on learning effectiveness.

MAIN DUTIES:

1. To assist in the recruitment, selection, admission and education of students.
2. To support students in achieving their learning goals through:
 - Adapting/developing appropriate learning materials.
 - Tutoring, including on-line support.
 - Recording and providing feedback to students on progress in their programme of learning.
 - Assisting learners to complete work books and online portfolios
 - Facilitating workshops for learners.

3. To complete registers, maintain course and student files and all other administrative duties associated with effective subject and course delivery.
4. To internally verify portfolios on a scheduled basis and provide assessors with feedback.
5. To provide timely feedback on student progress and achievement.
6. To provide information, advice and guidance relating to progression opportunities.
7. To contribute to the review and evaluation of curriculum programmes, self-assessment and the implementation of effective quality improvement plans.
8. To assist with the promotion and marketing of the College.
9. To share best practice and resources in training, learning and assessment.
10. To participate in and attend course/subject College team meetings.
11. To prepare, maintain and monitor the training/workplace environment to meet Health & Safety standards.
12. To maintain high levels of housekeeping in the area.
13. To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
14. To uphold British Values, the college values and responsibilities with regard to equality and diversity.
15. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
16. To work at any of the College sites on a temporary or indefinite basis.
17. To undertake such duties as are reasonably allocated, appropriate to the grade of the post.

Person Specification

Post Title: Trainer/Assessor (Distance Learning – Health & Social Care) (Post Ref: 5872)

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude Good interpersonal skills Drive, enthusiasm and ambition Flexible and positive attitude to change Empathy with clients and employers Excellent organisational skills Excellent communication skills IT Literate	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Qualifications and Training Appropriate degree or equivalent/relevant occupational qualifications (Health and Social Care – including Safe Handling of Medicines). A willingness to achieve an Introduction or Intermediate certificate in Teaching as appropriate to role in a specified timescale. Assessors Award (A1 or TDLB 32,33). Verification Award (V1 or TDLB 34). Up to date Continuous Professional Development. Numeracy and Literacy qualifications (minimum level 2).	✓ ✓ ✓ ✓ ✓	✓
Experience Must be occupationally competent in Health and Social Care and have a good knowledge of all Health and Social Care qualifications delivered via distance learning. Experience of successful training delivery. Experience of delivering distance learning qualifications. Experience of IQA and EQA processes and procedures.	✓ ✓ ✓ ✓	

<p>Disposition</p> <p>Proven ability to interact effectively with all members of the college community.</p> <p>Proven ability to develop and maintain highly effective professional relationships.</p> <p>Demonstrate facility with challenging environments.</p> <p>Commitment to providing a high standard of service.</p> <p>To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.</p> <p>To uphold British Values, the college values and responsibilities with regard to equality and diversity.</p> <p>To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Special Requirements</p> <p>Achievement orientated</p> <p>Genuinely innovative and open to new ideas and change</p>	<p>✓</p> <p>✓</p>	