



North East
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Silver Award



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Trainer/Assessor (Electrical Engineering)

External Vacancy

Post Ref: 5877, £26,406.45 - £28,857.72* per annum, Full time, Permanent

*** Salary and benefits are negotiable**

We are seeking to appoint a suitably qualified Trainer/Assessor to work within the Apprenticeship Directorate. The appointment offers the opportunity to be part of a very successful team within the College and part of our growing apprenticeship delivery. Sunderland College has a generous annual leave package of 35 days plus bank holidays per year.

You will be training and supporting learners who are undertaking a level 2 and 3 in electrical engineering installations and maintenance frameworks and standards. There may also be work involving other qualifications in the area and other frameworks depending on the successful candidates' experience.

The successful applicant will possess relevant qualifications, a teaching qualification (or be willing to work towards this) and an assessors award.

Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

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 Tuesday 01 November 2016 at 5:00pm

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to 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 (Electrical Engineering)
Post Reference No:	5877
Department	Business Development and Apprenticeships
Grade:	026 - 029
Contract:	Full time, Permanent
Hours:	37
Location:	Any College Campus
Responsible to:	Work Based Learning Co-ordinator

PURPOSE:

1. To be accountable for maintaining a caseload of learners both in and outside of the college, 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. Developing and reviewing Individual Learning Plans (ILPs).
2. To support students in achieving their learning goals through:
 - Demonstrating practical applications of vocational programmes.
 - Conducting work-based observations and assessments.
 - 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 build up a portfolio of evidence for assessment.
 - Facilitating NVQ workshops for learners.
3. To maintain records to track student achievement and performance on all aspects of the framework (Maths & English, ICT).
 4. To complete registers, maintain course and student files and all other administrative duties associated with effective subject and course delivery.
 5. To internally verify portfolios on a scheduled basis and provide assessors with feedback.
 6. To provide timely feedback on student progress and achievement.
 7. To provide information, advice and guidance relating to progression opportunities.
 8. To contribute to the review and evaluation of curriculum programmes, self-assessment and the implementation of effective quality improvement plans.
 9. To assist with the promotion and marketing of the College.
 10. To share best practice and resources in training, learning and assessment.
 11. To participate in and attend course/subject College team meetings.
 12. To prepare, maintain and monitor the training/workplace environment to meet Health and Safety requirements
 13. To uphold British Values, the college values and responsibilities with regard to equality and diversity.
 14. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
 15. To maintain high levels of housekeeping in the area.
 16. To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
 17. To work at any of the College sites on a temporary or indefinite basis.
 18. To undertake such duties as are reasonably allocated, appropriate to the grade of the post.

Person Specification

Post Title: Trainer/Assessor (Electrical Engineering) (Post Ref: 5877)

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude Excellent communication skills Able to plan and manage own workload IT literate Ability to multi task and meet deadlines. Able to work as part of a team Excellent interpersonal skills Ability to network and work with internal /external personnel at all levels. Ability to lead students to the successful completion of their course. Ability to use initiative and problem solve.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Qualifications and Training Appropriate degree or equivalent/relevant vocational qualification A willingness to achieve an Introduction or Intermediate Certificate in Teaching as appropriate to role in a specified timescale A1 Assessor Award V1 or TAQA Up to date Continuous Professional Development Numeracy and Literacy qualifications (minimum Level 2)	✓ ✓ ✓ ✓ ✓	✓
Experience Experience of successfully delivering apprenticeship and Advanced/Higher Apprenticeship programmes in relevant subject area. Successful, relevant and current experience in the occupational sector. Experience of delivery to timely achievement of frameworks with A/AA/HA of all ages.	✓ ✓ ✓	

Experience of successful employer engagement within a college/training provider setting.	✓	
Experience of achieving timely achievements	✓	
Experience of training / assessing learners in electrically biased qualifications at level 2 and 3 (eg PEO / L3 diploma in electrical installation)	✓	
A background in electrical engineering (installation and maintenance)	✓	
Disposition Proven ability to interact effectively with all members of the college community Ability to act professionally at all times and uphold the college's values. Ability to operate flexible working hours Commitment to providing a high standard of service. To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. To uphold the college values and responsibilities with regard to equality & diversity To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation	✓ ✓ ✓ ✓ ✓ ✓	
Special Requirements Must be independently mobile throughout the Northeast	✓	