
Trainer/Assessor (Plumbing)

External Vacancy

Post Ref: 6027 Part Time, 22.2 Hours per week (0.6fte). Permanent. £26,670.51 - £29,146.30 per annum pro rata.

Attractive benefits for this post include 35 days' annual leave per year plus bank holidays pro rata and the opportunity to join the Local Government Pension Scheme.

The Apprenticeship Directorate is expanding and we are looking for a suitably qualified assessor to join us to deliver Plumbing Apprenticeships.

We would welcome applications from occupationally competent staff that have a proven record and experience of supporting apprenticeships or work based qualifications. The successful applicant will ideally possess an appropriate teaching qualification as well as accomplishment of relevant vocational experience including either work based practice or teaching. However, we are willing to support the successful applicant with training and qualifications.

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. Applicants must be mobile throughout the northeast region as this role may include travelling to employer premises.

Applicants for this post 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. 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 12 noon on Monday 15 October 2018

It is anticipated that interviews will take place on Thursday 25 October 2018.

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 (Plumbing)
Post Reference	6027
Reports to	Work Based Manager (Construction)
Department	Apprenticeships & Work Based Delivery
Grade	026 - 029
Contract	Permanent
Location	City Campus

ROLE PURPOSE

- 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.
- 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.

KEY ACCOUNTABILITIES

- To assist in the recruitment, selection, admission and education of students. Developing and reviewing Individual Learning Plans (ILPs).
- 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 workshops for learners.
- To maintain records to track student achievement and performance on all aspects of the framework (Maths, English and ICT).

- To complete registers, maintain course and student files and all other administrative duties associated with effective subject and course delivery.
- To internally verify portfolios on a scheduled basis and provide assessors with feedback.
- To provide timely feedback on student progress and achievement.
- To provide information, advice and guidance relating to progression opportunities.
- To contribute to the review and evaluation of curriculum programmes, self-assessment and the implementation of effective quality improvement plans.
- To assist with the promotion and marketing of the College.
- To share best practice and resources in training, learning and assessment.
- To participate in and attend course/subject College team meetings.
- To prepare, maintain and monitor the training/workplace environment to meet Health & Safety standards.
- To maintain high levels of housekeeping in the area.

GENERAL RESPONSIBILITIES

- To work at any of the College sites on a temporary or indefinite basis.
- To undertake such duties as are reasonably allocated, appropriate to the grade of the post
- Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Alfresco.
- To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- To invigilate during examinations if and when requested.



Person Specification

Post Title: Trainer/Assessor (Plumbing) Post Ref: 6027

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude Excellent communication skills. Able to plan and manage own workload. IT literate. Experience of e-portfolio management. 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 at level 3 or above. A willingness to achieve an Introduction or Intermediate Certificate in Teaching as appropriate to role in a specified timescale. A1 or TAQA 301-3 Assessor Award V1 or TAQA 401-3 or willing to work towards Up to date Continuous Professional Development Numeracy and Literacy qualifications (minimum Level 2)	✓ ✓ ✓ ✓ ✓ ✓	
Experience Experience of successfully delivering Plumbing apprenticeships 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.	✓ ✓ ✓ ✓ ✓	



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 British Values, the college values and responsibilities with regard to equality and 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	✓	