

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Instructor / Assessor (MVT)
<u>PAY BAND :</u>	Band 9
<u>JOB EVALUATION NO.</u>	B1718
<u>REPORTING RELATIONSHIP</u>	The post holder will report to the Learning & Skills Apprenticeship Lead
<u>JOB PURPOSE :</u>	To deliver, promote and quality assure Apprenticeship and Diploma programmes (in the subject area) in Darlington.
<u>POST NO.</u>	POS001281
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To plan, develop and deliver quality Motor Vehicle Apprenticeship and Diploma programmes up to Level 3 (incorporating vocational and non-vocational elements) in Darlington and district.
2. Organise and implement a planned programme of induction for new learners including an initial/risk assessment of learners in regard to their ability to complete vocational training programmes.
3. To support the Learning & Skills Apprenticeship Lead to further develop learning programmes across the Borough.
4. To participate in and deliver ongoing training and quality management workshops delivered by the Learning & Skills Service.
5. To produce appropriate, adequate and timely performance documentation relating to each and all programmes delivered, and to the individual learners.
6. To monitor and work with employers to ensure that they comply with the agreements put in place between the Learning & Skills Service and themselves
7. To conduct on site learner assessments and reviews, giving constructive feedback and complete the relevant documentation in a timely manner
8. To conduct on site learner Health & Safety visits to ensure learners are safe within the workplace, reporting any concerns to the Learning & Skills Apprenticeship Lead

9. To manage, monitor and assess the learners e-portfolio, ensuring they are kept up to date and progress is being achieved
10. To promote opportunities for learners including availability of Information, Advice and Guidance, progression routes and membership of the Learners Forum.
11. Mentor learners, providing advice and guidance as required or referral to other sources ensuring monitoring and recording protocols are adhered to.
12. To ensure learner behaviour and safety including confirmation of arrangements and provision for First Aid treatment, building Access and Egress and Emergency procedures.
13. To safeguard and promote the welfare of learners for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
14. To ensure that Equality and Diversity is promoted throughout the provision, including recruitment, teaching and learning, publicity and access.
15. To comply with the Quality Assurance policy and procedures of the Learning & Skills Service, using the agreed systems and listed documents that form part of these systems.
16. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
17. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Carry out your role in line with the Council's Equality agenda.
19. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.
21. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
22. This post has a high level of contact with, and responsibility for, children
23. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
24. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: January 2020

DARLINGTON BOROUGH COUNCIL
PERSON SPECIFICATION
CHILDRENS AND ADULTS SERVICES
INSTRUCTOR / ASSESSOR (MVT)
POST NO. POS001281

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Certificate in Education or PGCE or equivalent qualification	E	
2	Award in Assessing Vocational Competence qualification e.g. TAQA, A1	E	
3	GCSE (A-C) English and maths	E	
4	Minimum of a Level 3 qualification in Light Vehicle Maintenance and Repair	E	
5	F-Gas qualification in line with the EU regulation		D
Experience & Knowledge			
6	Detailed knowledge of the relevant learning area	E	
7	Experience of teaching a wide range of people	E	
8	Minimum of 3 years' experience working in the subject area	E	
9	Recent experience of delivering Light Vehicle Maintenance and Repair programmes	E	
10	Recent experience of developing people and organisations	E	
11	Experience dealing with employers in a customer facing role		D
12	Experience of working with quality assurance systems		D
13	Knowledge of H&S procedures	E	
Skills			
14	Ability to communicate effectively both orally and in writing to a wide range of audiences	E	
15	Ability to produce accurate and timely documentation	E	
16	IT literate capable of using MS Word/Excel and office packages		D
Personal Attributes			
17	Ability to work with limited supervision	E	

18	Ability to manage own workload	E	
19	Ability to be on time for all duties	E	
20	Reliable with a flexible approach to work	E	
	Special Requirements		
21	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
22	Capable of independent travel to carry out the requirements of the post	E	
23	Flexible approach to work arrangements including evenings and weekends	E	
24	Committed to Learning & Skills development	E	
25	Satisfactory DBS check	E	
26	Interest in working with children to promote their development and educational needs.	E	
27	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
28	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
29	Suitability to work with children.	E	