

Role Profile

Role Title	Skills Trainer / Assessor
Reporting To	Assistant Director of Curriculum
Department	
Pay Grade	Grade SO1
Version Date	March 2018

Role Purpose

To maintain a student case load to be agreed with the line manager based on the particular sector subject area, the type of employment placement and geographical spread of students.

Key Responsibilities

- 1 Provide appropriate information, advice and guidance on relevant programmes and other related programmes in the school where there is a substantial programme related work placement.
- 2 Contribute to regional and cross-regional promotional events and local college events as required.
- 3 Assist tutors to carry out initial assessment screening and reviews with students to ensure they are placed on an appropriate training programme and progressing accordingly and agree a joint assessment programme between the student, employer and College and carry out agreed reviews and assessments.
- 4 Conduct Health and Safety vetting of placement settings in line with Hull College Group policy and ensure employers and students are provided with necessary information on: health and safety, equal opportunities, programme content, programme delivery and assessment arrangements.
- 5 Review and assess student progress against the programme and frameworks.
- 6 Complete relevant documentation concerning monitoring visits, in accordance with awarding body and funding body requirements.
- 7 Track and record student activity to meet funding and awarding body requirements.
- 8 Undertake administrative tasks and produce reports as required.
- 9 Maintain auditable records and record progress of learners on Pro Monitor
- 10 Participate as a full member of the programme team and contribute to the development, promotion, review and delivery of programmes including standardisation and self-assessment.
- 11 Actively comply and contribute to the College's policies and procedures, particularly in relation to Health and Safety, Safeguarding, Equal Opportunities and Data Protection

**Person Specification
Skills Trainer / Assessor**

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Level 3 or equivalent in a relevant occupational area	✓		AF/Cert
Assessor qualifications		✓	
English and maths at level 2	✓		AF/Cert
Health and Safety qualification (Managing Safely, IOSH)		✓	AF/Cert
PTLLS teaching qualification (or to be achieved within 6 months)	✓		
Verifier qualifications (or to be achieved within 6 months)	✓		
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Substantial experience of working in relevant occupational area	✓		AF,IV
Recent and relevant experience of assessing in the workplace	✓		AT,IV
Experience of internal verification		✓	AT
Knowledge and understanding of Health and Safety policy/procedure	✓		IV
Knowledge of local business within geographical area in relevant occupational sector	✓		AF,AT,IV
Familiar with local skills sector needs		✓	IV
SKILLS AND ABILITIES			
Work effectively on own initiative and as a member of a team.	✓		AF,IV
Meet key service targets and objectives.	✓		AF,IV
Ability to respond to the needs of employers and students	✓		AF, IV, AT
Ability to work under pressure and meet deadlines	✓		AF, IV, AT
Excellent administrative, organisational and record keeping skills	✓		
Work successfully with colleagues at all levels of an organisation to achieve results.	✓		AF,IV
Full Driving licence and own transport	✓		
Confident, approachable and friendly disposition with strong communication and interpersonal skills.	✓		AF,IV
Creates a positive image of the college through the delivery of a high quality customer focussed service.	✓		AF,IV
Good IT skills	✓		AF,IV
Is able to work flexibly, understanding and responding to change and business need.	✓		AF,IV

*Key to how skills are assessed:

AF = Skill assessed via application form
AT = Skill assessed via test/work-related task

IV = Skill assessed via interview
Cert = Certificate checked at interview