



# JOB DESCRIPTION

**POST TITLE:** REGIONAL TRAINER/ASSESSOR – HEALTHCARE  
(MENTAL HEALTH)  
**POST NO:** WREQ3068  
**GRADE:** LECTURER SCALE 1-4

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## **JOB PURPOSE**

The Faculty of Health, Sport and Student Participation is looking to appoint a Regional/Trainer Assessor in Health and Social care, with a specific background in mental health provision with recent experience in a recognised mental health setting.

The post holder will join a progressive and dynamic team involved in the development of an expanding Apprenticeship provision in Healthcare and Nursing. The successful candidate will be an experienced healthcare practitioner who understands the value of empowering those around them.

As a Regional/Trainer Assessor for Weston College, you will be facilitating the development of learners' skills, knowledge and behaviours through coaching, learning and assessment. You will utilise a full and varied range of teaching and training techniques to achieve delivery, in which assessment will occur through experiences at the College and/or the workplace or virtually.

## **KEY DUTIES AND RESPONSIBILITIES**

As post-holder, you will be responsible to the Training and Development Manager, and ultimately to the Head of Apprenticeship Delivery, for the following:

- Teaching, training, and assessing upon a range of accredited programmes, as required, delivering the learning aims of students and focusing on Clinical Healthcare apprenticeships or training. This may be achieved through general teaching, one-to-one tutorial, classroom style workshops, observation, reviews, and the assessment of students in the College or in the workplace.
- Preparing all necessary materials to carry out teaching, training, and assessment.
- Assessing candidate competence within the College and work-based environment.
- Carrying out all associated organisational and / or administrative work to facilitate the delivery and assessment of students, including the maintenance of electronic records.
- Recording and monitoring apprenticeship progress, through 'Smart Assessor'.
- Providing general counselling and advice to students and employers as to the suitability of a particular course of study to meet their individual needs.
- Building and fostering effective working relationships with employers.
- Advising prospective students and employers on their training requirements within the staff members' area of expertise.

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- Identifying and supporting maths, English, and IT needs of candidates, ensuring that continued development of required levels of attainment are met within a timely manner.
- Monitoring compliance of the '20% off the job training' requirement.
- Ensuring effective arrangements and maximising success in Apprentice End Point Assessment Tests.
- Undertaking in-service training and continuing professional development, based upon individual and service needs.
- 'Sign posting' students and employers to the appropriate college section to address specific welfare, counselling, and additional learning support matters, and following this up to ensure that appropriate action has taken place.
- Acting as an ambassador of Weston College at all times, whilst undertaking your role, particularly in the employer's workplace, and positively promoting Weston College and its reputation at all times, referring all matters of student and employer need to the College.
- Identifying learning support and monitoring 'at risk' learners.
- Delivering training, in line with schemes of work, session plans, and employer overviews.
- Complying with quality assurance procedures.
- Attending team meetings and one-to-ones with your Line Manager.
- Assisting in the completion of course reviews.
- Carrying out any other duties, commensurate with the grade and expectations of the post.

## **GENERIC TASKS AND DUTIES**

In addition to the above duties, the post-holder will be responsible for:

- Agreeing and meeting performance targets.
- Deal with immediate apprentice disciplinary and welfare problems.
- Assist with all administration duties associated with the role.
- Participate in programme / school / college activities, as requested, including information evenings.
- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Policies.
- Undertake individual or collaborative research and consultancy work agreed by College management, as part of current duties.



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- Be prepared to operate on a flexible year, as required; representatives of academic staff will normally be expected to work not more than two evenings per week, on average.
- Comply with Information Security requirements, in line with Weston College policy.

## **SPECIFIC INFORMATION**

As a Regional Trainer / Assessor, the College will supply you with your own personal work laptop and mobile phone. In addition, the College will compensate for work-related travel and mileage expenses.

## **CONTACTS**

Governors, all staff, members of the public, and various external agencies.

## **HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their work area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies with respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service applies for Academic staff.

## **SALARY**

Lecturer Scale, Points 1-4: £23,840.00 to £28,418.00 per annum.

## **HOURS**

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and college closures.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning



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Environment (VLE). Digital platforms, including e-portfolios and classroom equipment.

**Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSE's at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of the College).</i>	✓	
Professional experience in mental health and clinical settings.	✓	
Educated to a minimum Level 3 qualification in Health-related discipline.	✓	
Vocational Assessors Awards: Certificate in Assessing Vocational Achievement Award (or A1, or TDLB D32 / 33).		✓
Vocational TAQA Internal Verifier Award, V1 or D34.		✓
Knowledge of Further Education curriculum, especially work-based learning and apprenticeship provision.		✓
To comply with Information Security requirements in line with College policy.	✓	
Ability to work unsupervised, demonstrating self- management when under pressure and in demanding situations.	✓	
Computer Literacy and good administrative skills.	✓	
Highly motivated with the ability to respond positively to change.	✓	
Possess sufficient breadth and depth of contemporary specialist knowledge and clinical skills in Healthcare and Mental Health contexts to contribute to the training programmes.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Full driver's licence and access to own transport.	✓	