

# JOB DESCRIPTION

**POST TITLE:** SPECIALIST TRAINER/ ASSESSOR – NURSING & HEALTH  
**POST NO:** WREQ4096  
**GRADE:** LECTURER SCALE 1-4

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## **JOB PURPOSE**

The Faculty of Health, Sport and Student Participation is looking to appoint a Specialist Trainer Assessor in Healthcare, with a specific background in acute and clinical health provision with recent experience in a recognised healthcare setting. The individual will preferably hold registered nurse status or a Level 5 assistant practitioner qualification. However, applicants that hold a relevant Level 4 qualification and can demonstrate significant occupational experience in specialisms such as, but not limited to; paediatrics, peri-operative care, maternity and acute medicine will be considered.

The post holder will join a progressive 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 Specialist 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**

The person appointed will report to the Sector Manager – Health and Active Living for the following:

- Teaching, training, and assessing upon a range of accredited programmes to deliver learning aims to learners, including, but not limited to; Apprenticeships, adult learning, distance learning and Traineeships. You will achieve this through general teaching either in College or through Microsoft Teams, one-to-one tutorials, classroom & workshop sessions, observations, reviews, and the assessment of learners in the College, virtually using Microsoft Teams, and/or in the workplace.
- Preparing all necessary materials to carry out teaching, training, and assessment.

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- Assessing learner's work, files, and portfolios, as required in line with College timescales.
- To identify starting the points of learners and develop a programme that builds on the starting points, including the development of English and maths.
- Monitoring and evaluating learner progress and achievement throughout the programme on Smart Assessor and other electronic platforms, keeping accurate and up-to-date records and liaising with employers to confirm competence.
- Preparing and coordinating learners for End Point Assessment ensuring engagement and agreement of their employer and the EPA organisation.
- Monitor and support effective quality improvement procedures as part of the wider team.
- Contributing to the development of new apprenticeship standards as appropriate.
- Ensuring 'at risk' learners are identified in a timely manner and strategies are put in place to mitigate early leavers.
- Ensuring employers are engaged in their apprenticeship programmes, are involved in the creation of the 'Employer Plan' and participate in reviews of progress.
- To identify and agree on destination outcomes for learners and ensure the achievement of predicted destinations at the end of the programme.
- Advising prospective learners and employers on their training requirements within your area of expertise.
- Undertaking in-service training and continuing professional development based upon individual and service needs.
- Signposting learners and/or employers to the appropriate college section in which 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 employers' workplace, and positively promoting Weston College and its reputation at all times, referring matters of learner and employer needs to the College.
- Understand and comply with ISO27001 requirements.

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## **SPECIFIC DUTIES**

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

- Agreeing and meeting performance targets.
- Liaising professionally, where appropriate, with external clients and workplace representatives, promoting the College and its associated and relevant educational products.
- Giving information, advice, and guidance, and helping recruit prospective learner.
- Carrying out health and safety procedures in the workplace.
- Working efficiently and effectively to ensure the success of learners.
- Attending team meetings and one-to-one meetings with your line manager.
- Assisting in the completion of course reviews.

## **GENERIC TASKS / DUTIES**

In addition to the above requirements, all representatives of the academic staff are required to:

- Complete all associated organisation / administrative work, preparation, and assessment.
- Participate in standardisation and quality assurance of assessment.
- Deal with immediate learner disciplinary and welfare problems.
- Keep and maintain specified learner and class records.
- Assist with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Participate in programme / school / college activities as requested, including parents' evenings.
- Participate and undertake staff appraisal and in-service training, which will be based upon an assessment of individual service needs.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.
- Be prepared to operate on a flexible year as required; academic staff will normally be expected to work not more than two evenings per week, on average.
- Undertake such duties as may be reasonably required, commensurate with the grade of the appointment.

## **CONTACTS**

Internal and external clients and partners, learner, staff within the organisation especially faculty staff.

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## **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, *plus a market-rate supplement of up to £5,000.00.*  
(pro-rata for part-time hours)

## **HOURS**

Hours of attendance: Up to 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and college closures.  
(pro-rata for part-time hours)

*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 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**

# 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 the occupational areas required, such as, but not limited to; paediatrics, peri-operative care, maternity and acute medicine.	✓	
Educated to a minimum Level 4 qualification in a related clinical discipline.	✓	
Assessors Awards: TAQA, A award or D32 / 33. <i>(If you do not hold this award, you will need to commit to achieving it within 12 months).</i>		✓
Vocational Internal Verifier Award V1 or D34.		✓
Knowledge of Further Education curriculum, especially work-based learning and apprenticeship provision.		✓
Knowledge and experience of using remote learning platforms such as Microsoft Teams to progress learners while not attending College.	✓	
To comply with Information Security requirements in line with College policy.	✓	
To be able 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 to contribute to the training programmes.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	



# PERSON SPECIFICATION

Excellent communication skills.	✓	
Full driver's licence and own transport.	✓	