



JOB DESCRIPTION

POST TITLE: REGIONAL TRAINER ASSESSOR (Professional Services) (100%)
POST NUMBER: WREQ3953
GRADE: LECTURER SCALE 1-4

JOB PURPOSE

The Professional Services Regional Trainer Assessor role is to maximise apprenticeship completion and timely achievement across a range of professional services apprenticeship standards offered at Weston College and to ensure that Apprentices develop the skills, knowledge and behaviour within the apprenticeship standards. As Regional Trainer Assessor you will provide support to Apprentices throughout their apprenticeship journey and prepare them for End Point Assessment. You will need to be qualified and have experience in a discipline related to professional services with experience in the professional services sector.

KEY TASKS AND DUTIES

The person appointed will be responsible to the Subject Area Manager Professional Services Apprenticeship for the following:

- Assessing candidate competence within a college and work based environment.
- Prepare, maintain and monitor periodic reports of candidate progression through their apprenticeship journey.
- Record and monitor apprenticeship progress via 'Smart Assessor'.
- Prepare assessment planning activity of professional services apprentices to ensure all aspects of the apprenticeship standards are met within a timely manner.
- Identify and support maths, English and IT needs of candidates to ensure levels of attainment are met within a timely manner.
- Build and foster effective working relationships with employers
- Work closely with the teaching teams and programme leaders to ensure clarity of each candidate's college based qualification and their progress/completion.
- Monitor and support effective quality assurance procedures as part of the apprenticeship quality team.

JOB DESCRIPTION

- Canvas and recruit new employers across the professional services pathways through the new standard apprenticeship opportunities.
- Providing advice and guidance to students in their progression to higher level apprenticeships, employment or other courses within the College.
- Ensure effective arrangements and maximise success in apprentice End Point Assessment tests.
- To take part in recruitment activities and be able to offer information, advice and guidance to those looking to follow an engineering career path or associated subject area.

GENERIC TASKS AND DUTIES

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

- To immediately deal with apprentice disciplinary and welfare problems.
- Complete all administration duties associated with the role.
- To participate in programme/school/college activities as requested, including information evenings.
- To participate and undertake staff appraisal and in-service training based on an assessment of individual service needs.
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's health & safety policies.
- To be prepared to operate on a flexible year as required; members of the academic staff will normally be expected to work not more than two evenings per week on average.
- To undertake such other duties as may be reasonably required commensurate with the grade of the appointment.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace 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 in respect to their specific duties and responsibilities.



JOB DESCRIPTION

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.

SALARY

Lecturer Scale, Points 1-4: £25,160.00 – £29,760.00

HOURS

Hours of attendance: 37 hours per week.

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

Weston College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

SPECIFIC CONDITIONS

As post-holder, you will be based at the SWSC Weston College (Locking Road, BS22 8NL), but you will be delivering to learners at all sites and to apprentices within various workplaces; therefore, this post requires a degree of flexibility.

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 GCSEs at grade 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.</i>	✓	
A degree level qualification or equivalent in a relevant subject	✓	
Assessor qualification CAVA (TAQA), A1 or TDLB D32/33.		✓
Internal Quality Assurer award or V1/V34.		✓
Current knowledge and understanding of a relevant professional services sector.	✓	
Significant, relevant employment within a professional services role	✓	
Knowledge of assessment practices within apprenticeships.		✓
Computer Literacy.	✓	
Highly Motivated.	✓	
Excellent Organisational skills.	✓	
Excellent Interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent Communication skills.	✓	
Setting and Achieving High Standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responsiveness to Students Needs.	✓	
A recognised UK driving licence.	✓	

**N.B. All candidates for assessor posts must possess a recognised assessors qualification or be prepared to gain (with the assistance of the College) the within the first year of service. You will also be required to gain appropriate verifier awards in line with duties.*