

Person Specification/Job Description



Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity Specified Place Opportunity for contact with children

DBS checks required:

Enhanced DBS check Barred list – Children Barred list – Adult

Closing Date for receipt of applications: Monday 12 August 2024 at 12 noon

Early Years

Trainer Assessor

37 hours per week permanent August 2024

Post No.: RS24/25/8

Grade: harmonised pay scale 23-25 (£26,736.10 - £27,685.06 per annum)

Responsible to: Relevant Head of School

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: The effective and efficient assessing within the relevant area.

Objective of the job: As above

Candidates for the post of **Trainer Assessor**, must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	<p>Vocational qualification (Level 3) in a relevant subject area, ideally early years (and teaching assistant).</p> <p>Assessor Units</p> <p>Safeguarding Level 1 (to be achieved within 6 weeks)</p> <p>Level 2 in Literacy (or willing to work towards within 2 years)</p> <p>Level 2 in Numeracy (or willing to work towards within 2 years)</p>	<p>IT qualification</p> <p>Level 2 Equality & Diversity</p> <p>Internal Verifier qualification</p> <p>PTLLS/CTLLS or working towards</p>	<p>Application Form</p> <p>Certificates</p>
Experience	<p>Vocational experience in early years</p> <p>Experience of assessing in the work place</p> <p>Experience of supporting apprentices</p>	<p>Experience of working within a quality system.</p> <p>Experience of delivering ILM qualifications</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Knowledge and skills	<p>Effective interpersonal, communication and liaison skills.</p> <p>Organisational / administrative skills.</p>		<p>Interview</p> <p>References</p>

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	Essential	Desirable	Where identified
	Ability to work as an effective team member. Clean DBS Drive/business insurance		
Personal qualities, attitude and behaviours	Reliability and adaptability. Ability to take initiative. Enthusiasm and commitment.		Interview

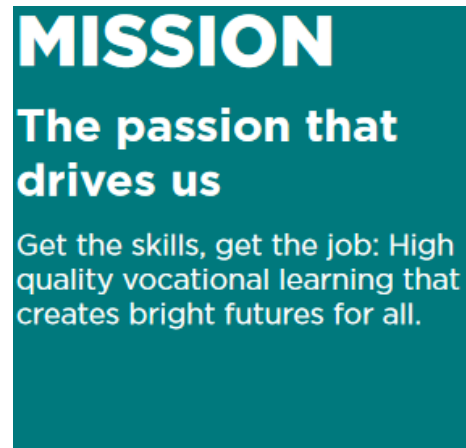
Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.



VISION
Shaping the future
The Bishop Auckland College Group will continue to evolve by responding to individual, community and business needs with high quality specialist provision that builds prosperity for all people and catalyses local economic regeneration.



MISSION
The passion that drives us
Get the skills, get the job: High quality vocational learning that creates bright futures for all.

These are the values that guide all of our activities:



CAREER AHEAD with 

- CARING** We are passionate about people and concerned for the wellbeing of all students and staff, our communities and the environment
- AMBITION** We empower students and staff to aim high and achieve their full potential
- RESPECT** Regardless of our differences, everyone is valued and treated with kindness
- EQUALITY** We are inclusive and enable all members of our community to thrive
- EXCELLENCE** We strive for exceptional standards in everything we do
- RESILIENCE** When faced with challenges, we work together to adapt and bounce back more determined than before

2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

3. Staff Development

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All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) Delivery of the apprenticeship components in the relevant occupational area out in the workplace/in College.
- b) Take part in the development, delivery, assessment review and evaluation of the apprenticeship programmes.
- c) Carry out Health and Safety vettings in employer premises.

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- d) Maintain a caseload of learners numbers to be agreed with the line manager.
- e) Ensure learners progress and achieve in line with planned end dates offering additional support when necessary.
- f) Carry out progress reviews every ten weeks and monitor completion of the framework reporting any issues to relevant manager/co-ordinator.
- g) Complete individual learning plans updating the apprentices' progress
- h) Liaise with Employers to resolve issues with progress of Apprentices
- i) Attend team meetings as required.
- j) Communicate effectively with all interested parties.
- k) Contributing effectively to the College's development, in accordance with College policies and procedures.
- l) Promoting the opportunities offered by the College.
- m) Working within and implementing the College Quality Assurance System.
- n) Committed to widening participation and actively promoting equality of opportunity.
- o) Being responsible for the health and safety of students, ensuring that clear instructions are given in order to provide a safe learning environment. Setting an example by always following the correct safe working procedures and ensuring the use of safety clothing and equipment, if required.
- p) Undertake internal verification/moderation activities where appropriate.
- q) Undertaking such other duties as requested.

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name:

Signature:

Date:

Last updated: July 2024