

# Job Description and Person Specification



## Specialist Assessor/Trainer in Clinical Health Care Fixed Term to 31 July 2019

<b>Salary:</b>	<b>To be agreed</b>
<b>Hours:</b>	<b>Varied</b>
<b>Leave:</b>	<b>47 days per annum plus public holidays. Plus public holidays plus up to 7 hours Christmas efficiency closure</b>
<b>Reports to:</b>	<b>Apprenticeship Manager</b>
<b>Location:</b>	<b>This post will initially be based at the Main Campus, Isleworth with external travel required.</b>

**The purpose of the post is:** To assess and provide specialist training to meet College and National standards, enabling work based and apprenticeship learners to develop the knowledge skills and understanding to achieve vocational qualifications and success rates.

Knowledge and experience of delivering training workshops and sessions is also required within this area.

### **The main assessing duties and responsibilities are:**

1. Maintain and promote National and awarding body standards, ensuring quality of provision.
2. Timely and effective assessment of learners within the College and a variety of work-based locations to meet awarding body standards.
3. Delivering training and learning support to enable learners to successfully achieve qualifications.
4. Develop training and teaching materials which will enable the learner to generate evidence against qualification requirements
5. To ensure the high quality of the teaching and assessment process by working with Internal Quality Assurers to ensure minimal actions are identified and attending regular standardisation meetings.
6. Conduct assessment visits every 4 weeks in line with National and awarding body standards to ensure continuity of learning
7. Maintain accurate records of learner's progress providing individual feedback and guidance to both learner and employer at each visit
8. Plan assessment visits with employers and learners from enrolment to completion setting clear milestone targets.
9. Support and advise learners on how to achieve their qualification, producing individual learner assessment plans and a supporting portfolio of evidence.
10. Plan and provide instruction or training on company premises or College sites to ensure success
11. Ensure individual learner needs are met through the provision of learning support i.e. literacy, numeracy, ICT or the delivery of technical certificates.
12. To be flexible in developing new delivery programmes that best align to Employer demands

13. Effectively manage administration, travel, quality assurance, standardisation, assessment and training support to meet the needs of all learners within an agreed timetable, which may include occasional evening work if required.
14. Maintain accurate and up-to-date individual learner records to support assessment, internal and external verification
15. Complete accurate reports when learners withdraw from programmes
16. Plan and implement sector specific targets to enable individual learners to meet the agreed completion dates

### **Assessment Quality Assurance**

17. Work closely with the Curriculum Quality team Manager, Internal and External Verifiers adhering to best practices, assessment and administration procedures at all times
18. Use a range of assessment methods to monitor, assess and evaluate learner progress in the workplace, promoting consistency and fairness
19. Ensure all assessments adhere to and meet the awarding body and College quality assurance standards
20. Accurately maintain documentation and records required for audit and inspection purposes, achieving a 0% error rate
21. Agree an individual sample assessment strategy for internal quality verification
22. Action development points and recommendations following internal quality verification in a timely manner
23. Work to a range of sector relevant performance indicators to ensure continuous quality improvement
24. Maintain accurate learner portfolios at all times to ensure internal/external verification checks meet the required standards
25. Attend all standardisation, moderation, awarding body visits and meetings
26. Prepare for any Inspection of the College by OFSTED and assessment of training delivery
27. Ensure learners, where required are entered for the End Point Assessment appropriately and ensure timely achievement.

### **Health & Safety**

28. Comply with health and Safety rules within the College and on business premises, promoting good practice in the work environment
29. Ensure learners comply with health and safety requirements
30. Undertake workplace health and safety assessments to meet statutory guidelines

**In addition to delivering the above assessing requirement you will support the department by undertaking teaching duties as set out below.**

### **Teaching**

1. Effective high quality classroom teaching and learning which includes associated organisational and administrative work, preparation, assessment and marking, and enabling student progression from the start of the course towards successful completion
2. Develop student centred teaching/learning strategies, monitor and evaluate progress and effectively prepare learners for examinations.
3. Promote and facilitate high levels of student attendance, retention and achievement and provide timely and accurate data and information, including registers, withdrawals and transfers, assessments, progress reports and examination details.
4. Ensure students are entered for appropriate examinations and actively participate in quality assurance processes.
5. Advise and assist the Apprenticeship Manager with regard to course development and modification, including developing new curriculum and course materials in line with the most recent specifications.
6. Assist in intake assessment, enrolment and placement of students. Undertake or contribute to individual learning plans and regular progress reviews with students throughout the course.
7. Maintain student morale and discipline inside and outside 'the classroom' within the College site and in conjunction with the College management team.
8. Prepare students' references for employment, Further and Higher Education.
9. Arrange for students to receive advice regarding careers and further educational opportunities from Careers Advisory staff and contribute to the assessment of student's needs and contribute to the arrangement of appropriate support.
10. Negotiate targets for performance with the Apprentice Manager, through the appraisal scheme and ensure that agreed action is taken to ensure continuing improvement to the quality of the provision.
11. Assist in evaluation of courses and course materials and contribute to writing course review and evaluation reports.
12. Liaise with other lecturers and other appropriate staff regarding matters of assessment, student progress, work placements and other organisational matters.
13. Ensure that reports relating to students' progress are prepared for employers, parents or sponsors as appropriate, including references for employment, Further and Higher Education.
14. Report to and consult with the Apprenticeship Manager to ensure that agreed practices are consistently followed, including attendance and active participation in team meetings.
15. Participate in the West Thames College programme of staff development.

16. Keep up to date in relevant areas of professional expertise, knowledge and understanding and with appropriate technological developments, through research, attendance at meetings, training and membership of networks as appropriate.

### **Safeguarding responsibilities**

31. Promote the importance to staff and students who are responsible for safeguarding the welfare of or may come into contact with children and vulnerable adults

### **General**

32. Promote and support equality of opportunity in all aspects of the post, and undertake training where necessary, in accordance with the agreed equal opportunities policy.
33. Promote a positive image of the college in all contact with students, employers and professional bodies.
34. Adhere and comply with the college financial regulations.
35. Contribute a mutually supportive approach to the achievements of the mission and strategic objectives of the college.
36. Participate in relevant promotional and marketing events.
37. Liaise as required with relevant external agencies.
38. Liaise with appropriate student support agencies within the college, e.g. college counsellors, nurses, student liaison officer.
39. Undertake additional duties at enrolment times as required, including evening work.
40. Carry out such other related duties as may be required by the Apprenticeship Manager.

# Person Specification

When completing your application form you should consider each point in the person specification, providing clear examples of how your skills and experience meet each criterion.

## 1. Qualifications

- RGN (current registration with NMC)
  - Nursing Degree or Equivalent
  - A1 assessor award or TAQA award
  - V1 Award or willingness to work towards
  - A relevant teaching qualification such as AET, DET or equivalent. Applicants with relevant industrial or FE/HE sector experience who do not hold a relevant teaching qualification will be expected to attain the relevant teaching qualification within an agreed time frame if appointed.
2. Possess recent vocational experience of assessing Health qualifications including assessing and compiling learner portfolios.
  3. Have recent relevant experience and knowledge of working with awarding bodies.
  4. Show commitment to and be able to provide evidence of continuous professional development and demonstrate its impact on teaching and learning.
  5. Be able to demonstrate commitment to student-centred learning and have the ability to contribute to curriculum development and creation of the materials bank.
  6. Be able to respond to the needs of students from a wide range of learning backgrounds including disaffected students with varying study and literacy skills.
  7. Provide evidence of ability to set realistic goals, to sustain motivation, to act independently and to set and meet targets.
  8. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
  9. Possess a valid driving licence and have access to a road worthy vehicle to facilitate off-site employer visits.
  10. Possess good oral and written communication skills, motivational and teamwork skills.
  11. Ability to deal courteously and tactfully with staff and students and be able to work on own initiative with minimum supervision.
  12. Be highly organised, methodical and able to work to deadlines.
  13. Have an awareness and understanding of equal opportunities
  14. Have an awareness and understanding of Safeguarding, Prevent and how to embed these into the curriculum

**Equality and diversity**

West Thames College aspires to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

<b>Closing date:</b>	<b>18 April 2018</b>
<b>Reference No:</b>	<b>SA/T18</b>
<b>Interview date:</b>	<b>To be confirmed</b>

## **EXPLANATION OF SPECIALIST ASSESSOR/TRAINER SALARY**

### **Salaries for this role will be paid on the College's Lecturer payscales**

1. Lecturers' salaries are on an incremental scale from point 7 to point 14 inclusive (£27,854 - £37,341). The pay scale is available on request.
2. All new entrants are placed on point 7 of the scale, which is £27,854pa inclusive, unless s/he has two or more years' experience, in which case the starting point is 8.
3. Where there is evidence of current earnings in excess of point 7, the applicant may be placed at the salary point higher than their current salary.
4. Progression from point 7 to 11 is automatic and is awarded annually on the anniversary of the date of appointment. In other words, every year the postholder will receive an incremental point increase (very approximately £1,000) in addition to the cost of living increase received by all staff.
5. When postholders have been at point 11 for one year, they will be invited to apply to progress to point 12 on the scale. Lecturers have to meet a simple set of criteria to ensure that they are performing satisfactorily and will then progress to point 12.
6. Progression from point 12 to point 14 is automatic and will be awarded annually on the anniversary of the date of appointment. Again, this means that every year the postholder will receive an incremental point increase (very approximately £1,000) in addition to the cost of living increase received by all staff.

# Conditions of Service

<b>Contract:</b>	Varied
<b>Pension:</b>	Staff are entitled to participate in the Teachers Superannuation Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	47 days per annum plus public holidays. In the interests of efficiency, the Corporation may decide to close for up to 5 days in each year. These days will be awarded as additional leave.
<b>Teaching Qualifications:</b>	<p>Lecturing staff are required either to have upon commencement of employment, or to obtain within a specified period after commencement the qualifications required for the post.</p> <p>The type of qualification required and the time period for acquiring it, depend upon a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the lecturer works full-time or part-time.</p>
<b>Hours:</b>	36 hours per week
<b>Probation:</b>	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.</p>
<b>Disclosure</b>	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.



## **Additional information for teaching applicants**

West Thames College is committed to striving towards being an outstanding college.

As part of our commitment we offer our staff an entitlement to strong and supportive line management along with staff development opportunities and we provide 3 dedicated Development Days per year for specific staff training.

### **IT Skills**

To enable us to meet our target of being outstanding we require that our teaching staff have a minimum level of IT skills:

- ability to use Outlook
- ability to use WORD
- ability to use EXCEL
- ability to research via the internet
- ability to undertake basic IT trouble shooting

### **Literacy Skills**

Teaching staff are required to possess specific levels of literacy skills.

You will be required to provide evidence that you possess literacy skills at Level 2 which is equivalent to GCSE English, grade C or above. If you are unable to provide this evidence you will be required to complete a skills test to assess your literacy skills.

The assessment consists of 40 questions and the pass mark is 30. The assessment can last up to one hour.

### **Induction**

We offer support and guidance to all new staff via our induction process. To identify the training needs and support required for new staff our selection process for lecturers will consist of the following:

1. A formal panel interview where you will be assessed against the person specification criteria.
2. A micro teach. You will be given a topic on which to prepare a micro teach and will be required to present this to a panel. If the topic is given on the day you will be given preparation time.

Training needs identified at interview will form part of your individual Induction training plan.

**If you do not possess the minimum requirement upon entry into the organisation your manager will identify your needs via the Induction or Probation process and you will be enrolled onto an in-house course to ensure you meet the standards required to undertake your role.**