JOB DESCRIPTION

ROYAL LEAMINGTON SPA COLLEGE

Post Title:	**Trainer Assessor – Electrical Construction**
Salary Range:	**£39,056 per annum** **(Support Scale, Fixed Point 30)** *Market forces have been applied to this salary as a result of the absence in the market of the required experiences and qualifications necessary for this role. The successful candidate must be fully qualified.*
Contract:	**Permanent / Full Time**
Reference:	**CS12207**

PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

WCG Child Protection Procedure >

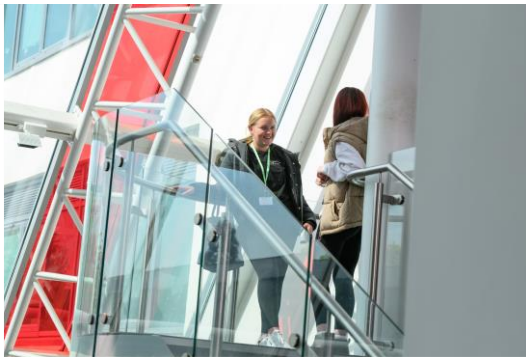
ABOUT ROYAL LEAMINGTON SPA COLLEGE

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **Royal Leamington Spa College** is a creative and healthcare hub, addressing skills gaps in esports, digital media, and health and social care. **Powered by WCG, Royal Leamington Spa College** is one of our diverse campuses across Warwickshire and Worcestershire, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028:

WCG Impact Strategic Plan 2025–28 >





BACKGROUND TO THE POST

As one of the largest further and higher education colleges in the UK, with unique colleges across two counties, we aim to deliver learning experiences which lead to the development of wider skill bases and improved destinations for all of our students.

Our recent Ofsted inspection highlights our success and strong focus both on students and on meeting industry needs. We are also one of only five colleges in the UK to be granted Foundation Degree Awarding Powers by the Privy Council – meaning our higher education academic quality and standards are equal to any university.

Warwickshire College has an excellent reputation for vocational education & training. This, coupled with the continued success of industrial partnerships with national and local construction companies. In our determination to further develop both our service and responsiveness to local, regional and national industry we are seeking an enthusiastic individual to work closely with the work-based team to develop industrial links, provide pastoral support and workplace assessment within Construction Work Based Learning.

We are now seeking a motivated and organised individual who can liaise with both employers and learners to assess their competencies within the workplace.

DUTIES AND RESPONSIBILITIES

- To help, guide and support students, following their initial enquiry and interview, to choose the right course of study.
- To work with the Course Managers and Training agencies, to help co-ordinate the placing and visiting of students in work placement, or employment positions with companies.
- To work with managing agents to ensure that students are placed in a safe and suitable work situation where work-based training can be clearly identified.
- To attend careers events, liaise with schools and work with managing agents, to promote recruitment for all automotive courses.
- Work with the Marketing teams and the Work Based Learning Management team to ensure that all-existing and new courses are marketed and promoted in the best interests of the college.
- To represent the Work Based Learning Team in promotional activities.
- To support industry by setting up and promoting bespoke training to meet industry needs, when required.
- To mentor individual candidates and monitor their academic and vocational progress.
- To liaise with company and other assessors to ensure that each candidate has the range of opportunities required for their competence assessment.
- To carry out formal NVQ assessments.
- To monitor the quality of training delivered by all training sub-contractors.
- To carry out formal progress reviews with individuals and their employers.
- To attend college delivered ‘Teaching Essentials’ training

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

HEALTH AND SAFETY

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

SAFEGUARDING

Safeguarding and promoting the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.

LEAVE ENTITLEMENT

The College offers a generous leave entitlement of 48 days leave (includes 35 days leave, 8 statutory Bank Holidays, 4 College closure days at Christmas and an annual Relaxed Day) pro rata for part time. Annual leave must only be taken outside of the agreed working weeks.

HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37.

PLACE OF WORK

The principal place of work will be the College's premises based at our **Royal Leamington Spa College**. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- Comprehensive training programme.
- Generous leave entitlement plus up to four free College Closure days a year is included in the salary calculations.
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Discounted Full Cost Recovery courses.
- Cycle to work scheme.
- Free on-site gym
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.

- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)
- Free eyecare voucher (available annually)

PERSON SPECIFICATION

Physical Make-up
Ability to perform the tasks as described in the job description. If you have a disability, you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.

		How it is Measured	
Attainments:		**Application Form**	**Interview**
Essential	NVQ Level 3 within Electrical or equivalent apprenticeship route within this discipline.	●	
	Assessor's Award (preferably A1) or equivalent.	●	●
	GCSE Grade C in English and Maths or equivalent. Applicant willing to achieve within the first 6 months will be considered.	●	●
	Evidence of formal structured training in a relevant vocation.	●	
	Extensive industrial experience.	●	●
	Have a working knowledge of Health & safety in the appropriate vocation.	●	●
	Have a wide technical knowledge in the vocation.	●	●
	Experience of liaising and negotiating with industrial partners.	●	●
	A UK driving licence free of major endorsements.	●	
	Administrative skills, including IT skills.	●	
	A willingness to undertake continuing professional development.		●
	In order to ensure our students are being taught the latest skills there is a requirement for Lecturers to maintain their CPD and update industry specific skills on an annual basis		●
Desirable	Internal Verification Award (preferably V1) or equivalent.	●	●

Skills and Knowledge:			
Essential	Ability to liaise effectively with internal and external agencies in a timely manner.		●
	Vocational experience of working in industry.		●
	A flexible working approach.		●
	Knowledge of current developments within relevant sectors.		●
	Experience of working with apprentices and have knowledge of awarding bodies and apprentice monitoring and tracking systems and paperwork.		●

	Ability to motivate others.		•
	Ability to work under pressure.		•
	Experience of working with outside agencies and organisations.		•
	Enthusiastic with an innovative approach.		•
	Customer-care focused.		•
	Ability to demonstrate an understanding and knowledge of Equality and Diversity.	•	•
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and vulnerable adults.	•	•
	Ability to demonstrate behaviours which support the Core Values of the College.	•	•

Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting, however we aim to notify all successful candidates within 1 week of the closing date.

The College regrets that it is unable to pay expenses incurred by attendance at interview.