JOB DESCRIPTION

Job Title:	**Trainer/Assessor in Engineering**
Responsible to:	**Head of Section (Engineering)**
Department:	**Engineering**
Salary Grade:	**Grade D**

JOB ROLE

The successful candidate will support the organisation's 3 I's, Intent, Implement and Impact with innovative delivery methods. Therefore, this will enable apprentices to, develop their knowledge, skills and behaviours to meet and exceed industry standards and prepare to be part of an effective resilient modern-day work force. The post holder will be expected to deliver training some evenings and from external training venues.

KEY DUTIES

1	Develop innovative delivery models and customised training programmes providing quality training to meet the needs of employers.
2	Participate in curriculum development and planning.
3	Deliver a range of effective assessment techniques in the workplace leading to timely achievements.
4	Ensure candidates are registered with awarding bodies.
5	Attend performance review and facilitate standardisation meetings.
6	Update and maintain an agreed learner tracking system.
7	Provide reports of performance, recruitment, retention and achievement.
8	Maintain an up to date knowledge of eligibility criteria for work-based learning contracts.
9	Maintain appropriate and accurate records for both academic and administrative purposes.
10	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual.
11	Carry out general academic duties in accordance with the general policy framework of the College.
12	Assume joint responsibility within course teams for quality of course delivery.
13	Undertake appropriate in-service training when required to do so and take responsibility for own continuous professional development.
14	Ensure a high level of confidentiality at all times.
15	Manage an agreed caseload of learners.

STANDARD CLAUSES – All Job Descriptions

All employees of Sandwell College are required to:

1	Comply with all College policies, procedures, and codes of practice.

2	Comply with the College's Health and Safety Policy and all associated procedures and guidelines. Employees are responsible for their own health, safety, and welfare, and must take reasonable care to avoid acts or omissions which may adversely affect the health and safety of others.
3	Promote and safeguard the welfare of children, young people, and vulnerable adults within the College environment.
4	Comply with data protection legislation, ensuring the secure and responsible handling of personal and sensitive information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act.
5	Actively support and promote equality, diversity, and inclusion in line with the College's values and strategic objectives.
6	Participate fully in staff development and training programmes as part of continuing professional development (CPD) to enhance personal skills and professional effectiveness.

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	**Qualifications**		
1.1	Hold a teaching qualification, Cert Ed or equivalent or be willing to work towards this if required in post		✓
1.2	Hold a D32/33/A1/TAQA or willing to work towards	✓	
1.3	Hold a D34/V1 or willing to work towards		✓
2.	**Experience**		
2.1	Experience of assessing and training in the subject area to Level 3 or above	✓	
2.2	Experience /knowledge of working within the relevant sector	✓	
2.3	Experience of managing caseloads of candidates		✓
3.	**Skills/Abilities**		
3.1	Be able to present information to learners and colleagues using ILT	✓	
3.2	Effective communication	✓	
3.3	Ability to work under pressure and meet deadlines and targets	✓	