



Job Specification

For: Regional Trainer/Assessor Electrical Installation

Ref: VR/01251

Job Description

POST TITLE: REGIONAL TRAINER/ASSESSOR – ELECTRICAL INSTALLATION (DOMESTIC, COMMERCIAL AND INDUSTRIAL)
GRADE: LECTURER SCALE

JOB PURPOSE

As the Trainer / Assessor for Electrical Installation at the College, you will facilitate the development of our Apprentices at the South West Skills Centre and be a key member of the team delivering a range of qualifications within the Building, Automotive & Civil Engineering Faculty. Working closely with the Faculty Apprenticeship team, as well as the Apprenticeship hub you will use a variety of delivery, training and assessment techniques to develop our Apprentices skills & knowledge of Electrical Installation, as well as the requirements of the apprenticeship standard and capture their progress through experiences at the College, in the workplace or virtually.

In this role, you will be responsible for Apprentices in Electrical Installation, and other associated sectors, must hold a recognised Level 3 Electrical Installation qualification and have a sound knowledge of the wider Building Services and Construction Industry as well as being able to evidence commercial and industrial experience or relevant qualifications.

KEY TASKS AND DUTIES

As post-holder, you will be responsible to the Training & Development Manager, and ultimately to the Dean of Faculty for the following:

- Providing high-quality teaching, training, and assessment across a range of accredited programmes, as required, delivering the learning aims of students. You will achieve this through teaching and training either in college, one-to-one tutorials, classroom & workshop sessions, observations, reviews, assessment of students in the College, virtually using Microsoft Teams, and/or assessment in the workplace.
- Preparing all necessary materials to carry out training and assessment.
- Assessing student work, files, and portfolios, as required in line with College timescales.
- Monitoring and evaluating student progress and achievement throughout the programme on Smart Assessor and other electronic platforms, keeping accurate and up-to-date records and liaising with employers to confirm competence.
- Preparing and co-ordinating the students for End Point Assessment process ensuring engagement and agreement of their employer and the EPA organisation.

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- Monitor and support effective quality improvement procedures as part of the wider team.
- Contributing to the development of new apprenticeship standards as appropriate.
- Ensuring `at risk` students are identified in a timely manner and strategies are put in place to mitigate early leavers.
- Ensuring employers are engaged in their apprenticeship programmes, are involved in the creation of the `Employer Plan' and participate in reviews of progress.
- To identify destination outcomes for student and employers and ensure the achievement of predicted destinations at the end of the programme.
- Advising prospective students and employers on their training requirements within your area of expertise.
- Undertaking in-service training and continuing professional development, based upon individual and service needs.
- Sign posting students and/or employers to the appropriate college section in which to address specific welfare, counselling, and additional learning support matters, and following this up to ensure that appropriate action has taken place.
- Acting as an ambassador of the College at all times, whilst undertaking your role, particularly in the employers' workplace, and positively promoting the College and its reputation at all times, referring matters of student and employer needs to the College.
- Understand and comply with ISO27001 requirements.
- Identify and support Maths, English and IT needs of candidates to ensure required levels of attainment are met within a timely manner and develop these skills for the entire length of their programmes even after required levels have been achieved.
- Maximise success in apprenticeship End Point Assessment tests.

GENERIC TASKS AND DUTIES

In addition to the above requirements, all academic staff will be responsible for the following:

- Completing all associated organisational / administrative work, preparation, and marking, including the maintenance of electronic records.
- Dealing with immediate student disciplinary and welfare problems.
- Keeping and maintaining specified student and class records.
- Planning, preparing, developing, and evaluating courses and course materials, and supervising course provisions, where appropriate.
- Assisting with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Participating in programme / school / college activities, as requested, including parents' evenings.
- Participating and undertaking staff appraisal and in-service training, based upon an assessment of individual service needs.
- Working efficiently and effectively to ensure the success of learners.
- Identifying learning support and monitoring `at risk' learners.
- Delivering training, in line with schemes of work, session plans, and employer overviews.
- Complying with quality assurance procedures.
- Complying with Information Security requirements, in line with College policy.

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- Attending team meetings and one-to-ones with your line manager.
- Assisting in the completion of learner and course reviews.
- Meeting the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety procedures.
- Being prepared to operate on a flexible year as required; you will normally be expected to work not more than two evenings per week, on average.
- Undertaking such other duties as may be reasonably required commensurate with the grade of the appointment.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with the 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 the College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in the College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager. As a member of the College, you will be committed to developing your skills in using technology to enhance learning, including use of the Virtual Learning Environment (VLE) and classroom equipment.

CONDITIONS OF SERVICE

The College Standard Contract of Service for Academic staff applies.

SALARY £25,160.00 to £29,760.00 per annum Lecturer Scale 1-4:

HOURS

Hours of attendance: Full-time, 37 hours per week.

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

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

The 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

- Five GCSEs at grade 4 / C or above (or equivalent level), including Mathematics and English. *All applicants must be able to provide evidence of a*

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Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.

- Electrical Installation qualification at Level 3 (e.g. NVQ Level 3).
- Professional experience in Electrical Installation
- Evidence of commercial and industrial experience or relevant qualifications.
- Assessors Awards: TAQA, A1 award or D32/33.
- Experience of working within regulatory frameworks.
- Ability to design teaching and assessing materials.
- Ability to employ appropriate assessment strategies.
- Competence in IT.
- Highly motivated.
- Excellent organisational skills.
- Excellent interpersonal skills and the ability to work as part of a team.
- Setting and achieving high standards for yourself and your students.
- Promoting a culture of involvement, listening and responding to students' needs.
- A full driver's licence and access to own transport.

DESIRABLE

- Relevant successful teaching experience with adult students.
- Knowledge and experience of current teaching and learning strategies.

Compiled by : **Fiona Louch**
Compiled on : **10/23/23**

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