



Trade to Trainer! **ACS Gas Trainer/Assessor**

Job Description

Faculty / Department:	Construction		
Campus:	Burslem Campus		
Responsible to:	Head of Learning (Construction)		
Responsible for:	(no direct reports)		
Grade:	Salary Range: £29,470 - £39,717 per annum (Grade 3 – 4, SCP 16 – 27)		Hours:
			Full time, 37 Hours Per Week, Permanent (1.0 FTE)

Role Summary:

You will be required to support with the training and assessment of engineers within the ACS (Accredited Certification Scheme) centre with both existing and initial gas qualifications. The post will involve accurate and timely processing of assessment paperwork to the awarding organisation, answering queries from external customers and working alongside the Plumbing and Gas team on the college site. Due to the nature of the role, proactive development of new course material and updating of course content to legislative requirements to Gas Safe and IGEM standards is key to maintaining standards within your industry.

Main Duties and Responsibilities:

Work Processes and results

- Take responsibility for your workload, ensuring that engineers are updated during training in line with Gas Safe/IGEM requirements prior to assessment by your colleagues.
- Ensure that when assessments take place, records are completed accurately.
- Support in the development of bespoke programmes to meet the needs of employers including short courses used within the gas and heating industry.
- Use the College's systems to record learner achievements.
- Complete relevant documentation concerning awarding organisation monitoring visits, in accordance with Stoke on Trent College and awarding body requirements.
- Contribute to quality assurance processes across the ACS and apprentice team.

- Provide appropriate information, careers advice and guidance to employers, agencies, and prospective apprentices.
- Contribute to regional and cross-regional promotional events and college open events as required.
- To conduct Health and Safety reviews of the ACS centre in line with College policy and ensure employers and learners are provided with necessary information on: health and safety, equal opportunities, programme content, programme delivery and assessment arrangements.
- Work with employers to identify learning needs and work with the business development and admissions teams to manage client relationships effectively, maintaining the Stoke on Trent College CRM system.
- Appropriately embed British Fundamental Values and the Prevent duty within programme delivery.
- Participate as a full member of the programme team and contribute to the development, promotion, review, and delivery of programmes including standardisation meetings and self-assessment.
- Work cohesively and collaboratively with the wider Plumbing and Gas department to ensure that all aspects of programmes are of the highest quality.
- Cross market Stoke on Trent College provision to employers/employees in relation to workplace learning and full cost recovery.
- Actively promote the sharing of best practice and self-evaluation and reflection for all departmental staff with motivational leadership and coaching.
- To represent and promote the College's values internally and externally, acting as an ambassador for business development on behalf of the College.
- Ensure that the College's internal customers receive an excellent customer service experience.
- To deliver your day-to-day duties consistently with the service level agreement.
- Promote the College's learner experience and that it is implemented successfully.
- To participate in the College Annual Check in's development process.

Team Work

- To work closely with own and all other Departments, as well as with external stakeholders and partner agencies.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Personal Development / Performance

- Maintain an up-to-date knowledge of Gas Safe/IGEM and other applicable legislation
- Maintain an up-to-date knowledge of changes within the industry, identifying trends to support the course development as the industry combines with technology within renewable energy
- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.

- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values, or Inclusive, Collaborative, Courageous, Ambitious, Nurturing (ICcAN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

This Job Description and Person Specification is accurate as at July 2024. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

PERSON SPECIFICATION

Trades to Trainer! ACS Gas Trainer/Assessor

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	• Relevant Level 3 or above qualification in Gas.	A, I	• Commercial gas qualifications.	A, I
	• Current Gas Safe registration.	A, I	• Unvented, Legionella and safe isolation qualifications or a commitment to achieve within 12 months of appointment (with support of the College).	A
	• A minimum of 4 GCSEs (or equivalent) including Maths and English.	A, I	• Health and Safety qualification (e.g. Managing Safely / IOSH).	A, I
	• Willingness to obtain a teaching qualification with the full support of the College.	A, I		
Experience	• Willingness to obtain assessor/ verifier qualifications with the full support of the College.	A, I		
	• Recent and relevant vocational experience within the gas sector.	A, I	• Experience in assessing on technical and competency qualifications and portfolios.	I
	• Experience of coaching and mentoring.	A, I	• Experience of completing Audits and Inspections.	A, I
	• Experience of working in a fast-paced environment, autonomously and the ability to work towards deadlines and meet targets.	A, I	• Experience in renewable energy along with	A, I

	<ul style="list-style-type: none"> • Knowledge of local business needs within a geographical area in relevant occupational sector. • A fast learner, with an open manner and good interpersonal skills who can adapt quickly to the College's operating environment and establish trust and respect at all levels internally and externally. • Innovative problem solver with a challenging, commercial outlook, balancing competing resource needs and demonstrating an ability to deliver to challenging deadlines. • Knowledge and understanding of GDPR. 	<p>A, I</p> <p>I</p> <p>A, I</p> <p>A, I</p>	<p>knowledge of hydrogen.</p> <ul style="list-style-type: none"> • Understanding of EPA requirements. • Experience of internal verification. 	<p>A, I</p> <p>A, I</p>
<p>Skills/ Aptitudes/ Competences/</p>	<ul style="list-style-type: none"> • Patience when working with others. • Excellent verbal and written communication skills. • Strong IT skills. • Excellent organisation and prioritising skills. • Ability to inspire and motivate others, particularly apprentices. • Ability to work on own initiative or as part of the wider team. • Full drivers licence and ability to travel to locations where required. 	<p>I</p> <p>I</p> <p>I</p> <p>A, I</p> <p>I, P</p> <p>I</p> <p>I</p>		

	<ul style="list-style-type: none"> • Demonstrate commitment to and an understanding of safeguarding, diversity and equality. • Ability to work flexibly, including evenings and weekend work as and when required. • Proactive, determined, positive and robust enough to cope with the demands of this important and high-profile role. • An innovator and motivator and a personal style that demonstrates commitment and inspires trust and confidence with both apprentices and employers. 	<p>I</p> <p>I</p> <p>I</p> <p>I</p>		
<p>Other</p>	<ul style="list-style-type: none"> • Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties. 	<p>A, I</p>		



TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

Sick Pay

The Company has a scheme of enhanced sickness benefits.

Training and Development

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

Holidays

Education Business Services (Stoke) Ltd staff are entitled to 32 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and ample parking space is available on both sites, subject to availability at peak times.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

VN2426

Notice Periods

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

Location of Work

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

Equality of Opportunity

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.