



## Skills Coach/ Trainer Assessor in Fabrication and Welding

### Job Description

<b>Faculty / Department:</b>	Engineering, Electrical and Motor Vehicle
<b>Campus:</b>	Burslem
<b>Responsible to:</b>	Head of Learning
<b>Responsible for:</b>	(no direct reports)
<b>Grade:</b>	Salary range: £17,436 - £25,338 per annum, grade 2A – 3A, SCP 12 - 24
<b>Hours:</b>	Full time, 37 hours per week, 1.0 FTE

#### Role Summary:

Skills coaches will be required to recruit, induct, train, review, assess, monitor and track apprentices working in the relevant vocational field primarily, but not exclusively on employers' premises. The post will involve contributing to the marketing, development, delivery, assessment and evaluation of apprenticeship programmes to meet the needs and contractual targets and performance criteria. The post holder will be expected to deliver Apprenticeship Standards where they are available and will be responsible for coaching learner to achieve the skills, behaviours and knowledge to successfully pass their Apprenticeship to a distinction level wherever possible. The post holder will maintain a minimum funded caseload, in line with Stoke on Trent College policy and to be agreed with the line manager based on the particular sector subject area(s) the type of employment placement and geographical spread of apprentices. This role will also be required to undertake Internal Verification duties.

#### Main Duties and Responsibilities:

##### Work Processes and results

- To plan, prepare and undertake the delivery of training and assessment activity. A significant proportion of your workload will be scheduled to the assessment of practical training programmes in a College training facility or the learner's place of work.
- Must be able to support the development of the Apprentices skills to ensure they achieve competency outcomes.
- The development of training and assessment programmes that meet the needs of the learners and promote achievement at learner's optimum pace.
- Delivery of Training and assessment that meets the Awarding Body or Institute for

Apprenticeships standards and that ensures that learners progress and achieve.

- Maintain accurate tracking data by either E-Portfolio (Smart Assessor) or paper based systems.
- Coordinate the delivery of Apprenticeship Frameworks/New Standards and where appropriate qualifications and liaise effectively with curriculum or other staff to ensure timely achievement.
- Liaison with employers to provide learners with access to comprehensive, efficient and cost-effective assessment opportunities.
- Carry out effective initial assessment on learners to ensure they achieve full potential and maximise success rates and ensure right learner right programme
- Carry out learner sign ups with employers to ensure employers are risk Assessed and vetted to ensure they can cover the work range required for achievement.
- The maintenance of effective data relating to individual learners targets, progression, assessment activities and achievement.
- Maintain contract compliance on welfare reviews and QA processes.
- Liaising effectively with internal departments, external bodies including Employers, Managing Agents and Industrial Partners.
- Maintain accurate and detailed records of client progression and achievement.
- Receive students to the College, by providing information and advice, and enrol students onto courses.
- Develop assessment procedures and opportunities that are directly linked to the scheme of work and deliver training where required to support learner's preparation for assessment or end point assessment opportunity.
- Assist students with action planning and recording achievement.
- To set and mark assignments and examinations and conduct assessments both for internal progress monitoring and external certification. As well as assessing students work in accordance with awarding body requirements where appropriate, to internally verify students work, and to liaise with awarding bodies as required.
- Ensure learners are reviewed as a minimum every 12 weeks.
- To negotiate and achieve targets for retention and achievement of students and identify opportunities for functional skills evidence to be generated from main programme/workplace activity.
- Maintain comprehensive records detailing learner achievement from evidence generated through training and assessment activity in a College setting or from their place of work.
- To undertake developments of the curriculum to support the Programme Area and to take

part in course reviews and course development activities, and to work with colleagues to improve and develop the courses.

- To attend external and internal meetings, as well as fully contributing to team meetings.
- To work with Line Manager to identify training needs and actively seek out relevant training and development opportunities, and undertake Professional Development as and when required or directed.
- Ensure learners complete Frameworks in a timely manner.
- Ensure organisational KPI targets are met i.e. Timely, Overall success and Recruitment targets.
- Comply with all College policies and procedures with particular reference to Equality and Diversity and Quality Assurance.
- Contribute to Stoke-on Trent College 's understanding of employer needs within the sector.
- Contribute to the identification and recruitment of suitable employers/ learners ( 4 per Month).
- Provide on-going information, advice and guidance relating to a range of employment and career opportunities and progression.
- Work in partnership with employers to develop training programmes to meet their needs.

### **Team Work**

- To work closely with the other Departments, as well as with partner agencies.

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences.

The post holder will be expected to develop and maintain good relationships with:

Director of Campus – Burslem (Apprenticeships) and Head of Learning	To support Stoke on Trent College Apprenticeship Strategy and work consistently to achieve the standards within the apprenticeship learning area
Colleagues and Apprentices	To support and to assist the development of a professional learning environment
Sales and Recruitment	To develop close working relationships with Sales and Recruitment Team, Business Consultants and Recruiters
Employers	To develop professional relationships with local employers to deliver effective service and enhance future business development
Quality Team	To work closely with the Quality Team to support any necessary improvements to learning, training and assessment

### **Personal Development / Performance**

- 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.

### **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 postholder.*

*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 postholder.*

*This Job Description and Person Specification is accurate as at September 2020. 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.*



## PERSON SPECIFICATION

### Skills Coach/ Trainer Assessor in Electrical Installation

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

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Level 3 qualification within relevant vocational sector – Fabrication and Welding</li> <li>Have Assessor qualification, e.g., A1, D32/33, TAQA</li> <li>Level 2 qualifications (GCSE A* - C or equivalent) in Maths and English or a willingness to attain these qualifications with the support of the College</li> <li>Health and Safety qualification (e.g. Managing Safely/ IOSH)</li> </ul>	<p>A, C</p> <p>A, C</p> <p>A, C</p> <p>A, C</p>	<ul style="list-style-type: none"> <li>Verifier qualification/s</li> </ul>	<p>A, C</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent and relevant vocational experience within the Fabrication and Welding sector</li> <li>Recent and relevant experience of assessing in the workplace</li> <li>Experience of internal verification</li> <li>Experience of working in a fast environment,</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>Knowledge and experience of the delivery of and assessment of NVQs and diploma programmes.</li> <li>Understanding of the</li> </ul>	<p>A, I</p> <p>I</p>

	autonomously <ul style="list-style-type: none"> <li>• Strong knowledge of Apprenticeship funding rules Apprenticeship Levy.</li> </ul>	A, I	monitoring of learners through action planning <ul style="list-style-type: none"> <li>• Experience of motivating and leading individuals to achieve results and performance targets</li> <li>• Experience with the use of Information Learning Technology</li> </ul>	I
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of developments within the Electrical Installations sector</li> <li>• Excellent communication and interpersonal skills</li> <li>• Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and Prevent</li> <li>• An understanding of safeguarding and its importance within the college</li> <li>• Ability to plan and prioritise</li> <li>• Effective time management skills, timekeeping and attendance</li> <li>• Excellent administrative and organisational skills</li> <li>• Able to work flexibly as part of a team and the wider College team.</li> </ul>	A, I  A, I  I  I  I  I	<ul style="list-style-type: none"> <li>• First aid at work certificate (renewable every 3yrs) or willingness to attain this required qualification within the first 12 months of appointment</li> </ul>	A, C
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate a positive approach to equality and diversity</li> </ul>	I		

	<p>and customer service</p> <ul style="list-style-type: none"> <li>• Demonstrate an ability to take responsibility you're your own and others Health and Safety at work</li> <li>• Demonstrate a commitment to safeguarding and promoting student welfare</li> <li>• Flexible and professional approach</li> <li>• Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational policy and procedures</li> </ul>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>		
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