

<b>Job Title: Skills Trainer/Assessor and Work Placement Officer</b>	<b>Pay Grade: SO1</b>
<b>Normal Place of Work: Goole College and on employers' premises</b>	<b>Line Manager: Assistant Director of Curriculum</b>
<p><b>Role Summary:</b></p> <p>The post holder will be required to induct, review, assess, monitor and track work based and work related competencies for learners in both Early Years and Health &amp; Social Care settings but not exclusively on employers' premises. The post requires existing placements to be reviewed and monitored, new placements to be sourced, risk assessments to be carried out and students to be matched to settings. The post also involves contributing to the marketing, development, assessment and evaluation of study programmes.</p>	

**Principal Accountabilities:**

1. Provide appropriate information, advice and guidance on Cache and other related programmes in the directorate where there is a substantial work placement on programmes.
2. Contribute to regional and cross-regional promotional events and local college events as required.
3. Assist tutors to carry out initial assessment screening and reviews with students to ensure they are placed on an appropriate training programme and progressing accordingly and agree a joint assessment programme between the student, employer and College and carry out agreed reviews and assessments.
4. To conduct Health and Safety vetting of placement settings in line with Hull College Group policy and ensure employers and students are provided with necessary information on: health and safety, equal opportunities, programme content, programme delivery and assessment arrangements.
5. To maintain relationships with existing employers and actively seek new opportunities.
6. Review and monitor student progress against the programme and framework ensuring timely completion and achievement of all qualifications.
7. Complete relevant documentation concerning monitoring visits, in accordance with Hull College Group, Cache and funding body requirements.
8. Track and record student activity to meet Hull College Group, funding and awarding body requirements.
9. Participate as a full member of the programme team and contribute to the development, promotion, review and delivery of programmes including standardisation and self-assessment.

## Key Relationships

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

• Director of Curriculum and Assistant Director of Curriculum	To support Hull College Group strategy and to work consistently to achieve the service standards within the Directorate.
• Directorate Colleagues / Students	To support and to assist the development of a professional learning environment.
• Employers	To develop professional relationships with local employers to deliver an effective service and enhance business development.

## Generic Responsibilities

- To represent and promote the College brand 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 in all dealings with the service
- To deliver your day to day duties consistently with the service level agreement
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy implementation
- To act as a champion for change and improvement and constantly enhancing quality
- To contribute to the annual quality review of the service and the programme of continuous improvement
- To actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- To actively promote and adhere to agreed College values
- Promote innovation
- To contribute to delivering the College's internal communications strategy, playing a supporting role in ensuring that communications are high quality and that our workforce is respected
- To take an active role in marketing activities including advice and guidance of students, and attendance at promotional events e.g. Open Evenings / Days, Careers events
- To participate in the College Annual Staff Performance and Development Review (ASPDR)
- To undertake other reasonable duties commensurate with the level of post

## Person Specification – Skills Trainer/Assessor and Work Placement Officer

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Relevant level 3 qualification in Early Years or Health & Social Care area or equivalent.	X		AF/IV
Maths and English to at least level 2	X		AF/IV
Assessor qualifications		X	AF/IV
PTLLS teaching qualification (or to be achieved within 6 months)		X	AF/IV
Verifier qualifications (or to be achieved within 6 months)		X	AF/IV
Health and safety qualification (e.g. Managing Safely/IOSH)		X	AF/IV
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Substantial experience in Early Years or Health & Social Care	X		AF/IV
Recent and relevant experience of assessing in the workplace	X		AF/IV
Experience of internal verification.		X	AF/IV
Current practice within an occupational area.		X	AF/IV
Knowledge of local business within geographical area in relevant occupational sector.	X		AF/IV
Familiar with local skills sector needs.		X	AF/IV/AT
<b>SKILLS AND ABILITIES</b>			
Ability to respond to the needs of employers and students.	X		AF/IV
Able to work as part of a team	X		AF/IV
Ability to work independently using own initiative.	X		AF/IV
Excellent communication, organisation and time management skills.	X		AF/IV/AT
Must accept and actively support the College's agreed values.	X		AF/IV
Provide the College with details of all Continued Professional Development undertaken	X		AF/IV
Good IT skills.	X		AF/IV
Enthusiasm and commitment to providing an excellent service to employees/students.	X		IV
Ability to travel to deliver the role	X		IV
Ability to work flexibly, including evening and weekend work	X		IV

\*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via presentation /work-related task

Cert = Certificate checked at interview