

ROLE **PROFILE**

JOB TITLE: Skills Centre Trainer/Assessor

REPORTING TO: Skills Centre Manager

TEAM: Employment and Enterprise

JOB OVERVIEW

To support the delivery and quality assurance of vocational construction qualifications for Key Stage 3 and 4 Learners ensuring that the highest possible standards of learner's achievement, personal development and well-being are maintained. To support the design and development of new skills qualifications to ensure that they meet individual Learner needs.

ABOUT THE ROLE



**FUTURE
FOCUSED**



**WORK
TOGETHER**



**ACT
WITH CARE**



**MAKE A
DIFFERENCE**

We have big plans driven by our priorities and underpinned by our values and principles. We don't focus simply on what we do – how we do it is equally important. It's the way we work.

Your main responsibilities will include:

- Deliver a portfolio of qualifications to ensure they meet individual Learner needs
- Provide all Learners with practical Construction Sector skills ensuring all relevant documentation is valid and fit for purpose, completed and stored for quality assurance audit purposes
- To provide support and mentoring across a range of personal, social, domestic and work-related issues providing feedback to learners and Skills Centre Manager face to face or remotely
- To provide monitoring reports on the achievement of all learners

- Work closely with the Skills Centre Manager/Internal Quality Assurer (IQA) to ensure compliance with Awarding Body requirements and suggest improvements in the delivery and assessment processes
- Participate in all Standardisation activities, at the request of the Skills Centre Manager to ensure level of parity of assessment and grading of work
- Support the Skills Centre Manager in developing and maintaining strong and effective working relationships with all partners and stakeholders in order to maximise programme opportunities and outcomes
- Ensure all learners within their area of responsibility understand the legal and individual level of accountability in respect of Health and Safety
- Understand and deliver safeguarding for all learners and peers
- Ensure that all risk assessments are completed prior to activities taking place and that are reviewed within current guidelines

WHAT WE ALL NEED TO DO

- To help us achieve our purpose of improving lives, we all live by our four main values: passion, openness, respect and trust.
- We support the organisation to make sure we continue to maintain and even exceed expectations, work to high performance and compliance standards and demonstrate value for money.
- Everyone adheres to data protection regulations ensuring that confidentiality is maintained around access to commercially sensitive or personal information in line with our policies and procedures.
- We thrive in an inclusive environment, where everyone is valued.
- Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.
- Everyone undertakes personal development activities which will support you in your job and help you continually innovate and reach your full potential.
- From time to time you may need to undertake other tasks commensurate with your role.

PERSON SPECIFICATION

Person Specification:

Assessment Key: AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	<ul style="list-style-type: none"> • Good level of education for example, GCSE Standard in English and Maths (desirable) • Construction qualifications relevant to the sector • A1 Assessor qualification (or equivalent) or willingness to work towards (desirable) • PTLLS qualification (or equivalent) 	AF QC
Experience, knowledge, skills and qualities	<ul style="list-style-type: none"> • Evidence of full range of construction site experience • Knowledge of current construction legislation • Ability to effectively communicate at varying levels • Experience of the use of Microsoft Office software in particular Outlook, Word and Excel • Experience with working with a diverse range of learners with different levels of ability (desirable) • Experience of working with hard to reach groups (desirable) • Experience of working in a supervisory capacity (desirable) 	AF I
Skills and abilities	<ul style="list-style-type: none"> • Ability to work creatively in a highly innovative field • Effective communication skills • Effective presentation skills • Effective numerical skills • High level of accuracy and attention to detail • Ability to use initiative 	I
Personal qualities	<ul style="list-style-type: none"> • Ability to work as a flexible team member • A strong commitment to learner development • Adapts positively to change • Adopts a flexible approach to the requirements of the job • Ability to motivate and encourage learners • Ability to develop relationships with key partners and stakeholders • Hold a current, valid driving license (desirable) • Enhanced DBS check 	I

YOU'RE THE **DIFFERENCE**

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