

|  |
| --- |
| **Job title:** Trainer/Assessor in Animal Care**Reporting to:** Curriculum Manager**Base:** Broomfield Hall |
| **Hours:** 37 per week, 52 weeks per year**Contract Type**: Support/Delivery**Holidays**: 34 days holiday (inclusive of 8 bank holidays and 6 closure days where these occur)**Salary**: £26,174 per annum |
| **Job Purpose**To deliver national qualifications and other learning programmes within a variety of settings, ensuring achievement of agreed performance and quality targets. |
| **Key Responsibilities*** To carry out recruitment activities, including information/advice/guidance (IAG), enrolment, induction, initialassessment (to include skills scans, basic skills, initial assessment, health and safety pre-vet checks.
* Identify potential learners and progression opportunities.
* To perform the role of assessor and undertake assessments in accordance with awarding body guidelines and occupational assessment strategy and comply with quality standards and procedures and relevant funding organisation guidance.
* To deliver training (1-1/group) as and when required and evaluate the effectiveness of all training.
* To be responsible for the instruction of workshop skills
* To be responsible for the supervision of students timetabled in the workshop or on the grounds
* To motivate learners and provide regular support and guidance to learners and record as appropriate.
* To complete and maintain all required administration weekly/monthly and submit to appropriate person by agreed timescales.
* To ensure contact for each learner is recorded and evidenced via registers and/or contact logs.
* To manage retention and achievement of learners allocated to your caseload. Ensure that individual targets are achieved.
* To efficiently and effectively co-ordinate appointments, working flexibly (weekends and evenings) when required.
* To travel and stay in accommodation provided as and when required in line with the requirements of the programme.
* To attend team meetings as and when required to do so and represent Derby College at internal/external meetings or conferences if required.
* Take responsibility for ensuring that you have a supply of learning resources and associated documentation.
* To provide regular written, electronic and verbal reports to line manager.
* Effective use of college systems and technology including proactively embracing use of IT and digital technology.
* To assist with marketing activities to promote the full range of products offered by the College.
* To put forward constructive proposals to increase business, improve quality procedures and improve efficiency relating to any area of Business Unit activities.
* To ensure that quality standards are adhered to, monitored and reviewed in line with SAR.
* To provide a professional customer service to both internal and external customers.
* Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.
* Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload.
 |
| **Person Specification**  |
| **Competencies** **Essential*** Excellent customer care skills
* Ability to manage time effectively
* To use initiative and be highly flexible/adaptable
* Effective team skills and good communication
* Full driving license
* Basic IT user/computer skills
 |
| **Knowledge & Experience****Essential*** Knowledge of Health and Safety
* Equal Opportunities
* Recent experience of caring/keeping for animals in industry
* Experience of supervising volunteers, students or groups of people

**Desirable*** Training / teaching experience
* Experience of working in an FE college
* Experience of using Microsoft platforms and IT platforms in education
 |
| **Qualifications** **Essential*** Level 3 (or above) qualification in Animal Care
* Level 2 English (GCSE or equivalent)
* Level 2 Maths (GCSE or equivalent)

**Desirable*** Recent and current Animal Care CPD in industry
* Level 4 or above in Animal Management
* Level 3 or equivalent in Teaching and Training
* Recent and current Animal Care CPD in industry
* Key skills at Level 2 or above – IT or equivalent
* Health and Safety/First Aid
 |