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| **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, initial assessment (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 |