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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**: £26,174.00 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 and diagnostic testing for key skills when required) and individual learning plans (ILP) in negotiation with learners (groups/1-1).
* Identify potential learners and progression opportunities.
* To perform the role of assessor and undertake work-based 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 carry out regular monthly progress reviews with employer/learner where required.
* 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.
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| **Person Specification**  |
| **Competencies** **Essential*** Basic IT user/computer skills
* Ability to communicate effectively at all levels
* Excellent organisational skills
* High level of interpersonal skills
* Ability to manage time effectively
* Able to work as an effective team member
* To use initiative and be highly flexible/adaptable
* Practical animal care skillset
* Specialist knowledge of exotic animals

**Desirable*** Recent and current animal care CPD in industry
* Experience working in FE college
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| **Knowledge & Experience****Essential*** Health and Safety
* Equal Opportunities
* Key/Functional Skills or equivalent in English and Maths Level 2 minimum
* Thorough and proven knowledge of occupational standards/assessment strategy in the relevant sector
* Recent animal care experience

**Desirable*** Relevant animal care qualifications
* Training / teaching experience
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| **Qualifications** **Essential*** A1 awards (or TDLB units D32 and D33), or willing to work towards within 6 months of start date
* Level 3 Award in Education and Training or equivalent or willing to work towards within 1 year of start date (for 1 -to -1 teaching)
* Vocational qualification at Level 3 or above
* Full driving licence and own transport
* Level 2 English
* Level 2 Maths

**Desirable*** V1 Award (D34)
* Key skills at Level 2 or above – IT or equivalent
* Health and Safety/First Aid
* Level 4 Certificate in Education and Training within 2 years of start date or equivalent, if applicable (for group teaching)
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