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| **Job Title:** Trainer/Assessor Floristry Apprenticeships (0.4)  **Reporting to:** Curriculum Manager  **Base:** Broomfield Hall |
| **Hours** 14.8 hours per week 52 weeks per year  **Contract Type** Support/Delivery  **Salary** £26,174.00 per annum pro rata (actual salary £12,044) |
| **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 and diagnostic testing for key skills when required) and individual learning plans (ILP) in negotiation with students (groups/1-1). * Identify potential students 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 and supervision of students timetabled in the workshop * To carry out regular progress reviews with employer/student where required. * To complete and maintain all required administration weekly/monthly and submit to appropriate person by agreed timescales for example registers and/or contact logs. * To manage retention and achievement of students 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. * 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 demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload. * To contribute to the areas’ Business Plan and College Strategic Plan. * To take responsibility for your own professional development and continually update as necessary. * 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**   * Must have 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 prioritise and make decisions * To use initiative and be highly flexible/adaptable   **Desirable**   * Lead presentations at external meetings with employers and stakeholders |
| **Knowledge & Experience**  **Essential**   * Knowledge of Health and Safety * An understanding of Equal Opportunities * Key/Functional Skills in English and Maths or equivalent * Recent experience/occupational competence in area   **Desirable**   * Thorough and proven knowledge of occupational standards/assessment strategy in the relevant sector * Training experience * Assessment in the workplace |
| **Qualifications**  **Essential**   * A1 awards (or TDLB units D32 and D33) within 6 months of start date * Level 3 Award in Education and Training or equivalent within 1 year of start date (for 1 -to -1 teaching) * Level 4 Certificate in Education and Training within 2 years of start date or equivalent, if applicable (for group teaching) * Vocational qualification at Level 3 or above * Full driving licence and 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 |

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