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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, 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 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
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| **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
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| **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
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| **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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