**Job Description:**

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| **Post:**  | *Work- Based Trainer (Apprenticeships)* |
| **Salary Grade:** **(Fixed Point)**  | *Grade 4, Point 18 – FTE £28,469.44 per annum*  |
| **Responsible to:**  | *Manager for Work Based Learning*  |
| **Responsible for:**  | *Outstanding work-based assessment and training*  |

**Key Purpose:**

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| **1**  | To deliver outstanding apprentice outcomes through the delivery of excellent work-based assessment and training  |
| **2**  | Develop and maintain new and existing employer relationships to promote the services of the college  |
| **3**  |  To undertake IQA responsibilities  |
| **4** | To delivery training and delivery on AEB courses if and when caseload requires |

**Key Responsibilities and Accountabilities:**

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| **A**  | To carry an appropriate assessing workload as agreed with your line manager based on financial targets  |
| **B**  | To carry out all aspects of the Work-Based Trainers role to current Assessing standards |
| **C**  | Agree and review learning programmes with Apprentices and employers (including Training Agreements) |
| **D**  | Ensure the timely progression into gateway of Apprentices on Standards and timely achievement of Apprentices on frameworks |
| **E**  | Prepare Apprentices for EPA once they have entered gateway  |
| **F**  | Undertake IQA responsibilities for appropriate apprenticeships  |
| **G**  | To be proficient on the use of the ePortfolio for apprentices in use by the department |
| **H**  | Organise and manage additional support – including Functional Skills Support if required |
| **I**  | Maintain all Apprentice and employer databases and CRM |
| **J**  | Develop and deliver training/coaching sessions (small groups and one to one) as appropriate to their experience and Apprentice needs (including personalisation of resources) |
| **K**  | Recruitment of Apprentices onto appropriate Apprenticeships to replace completers from caseload  |
| **L**  | Delivery, marking, assessment and IQA work to support the achievement of the College’s Adult Education Budget (AEB) and full cost work  |
| **M**  | Attendance at promotional events to promote the engagement of Apprentices and employers in the services of the College  |
| **N**  | Complete Health and Safety Employer Audits to ensure that funding compliance requirements are met |
| **O**  | Any other duties relevant to the job role and the department |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in performance management and professional development activities as required.  |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety.  |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people, and vulnerable adults.  |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that this meets quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |
| **8** | Responsible for Student Success Rates, Retention, Attendance and Achievement |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING**  | **Essential**  | **Desirable**  |
| i  | Work-Based Trainers qualification (A1 or equivalent)  | E  |   |
| ii  | Preparing to Teach in the Lifelong Learning Sector (PTLLS)  | E  |   |
| iii  | Teaching qualification  |   | D  |
| iv  | IQA qualification  | E  |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)**  |   |   |
| v | Proven Work-Based Trainers experience  | E |   |
| vi | Strong Understanding up to date work-based assessor skills  | E  |   |
| vii | Strong employer engagement track record | E  |   |
| viii | Strong understanding of apprenticeship reforms | E |  |
| ix  | Proven track record of outstanding delivery of skills training | E |  |
| x | Proven track record of strong IQA skills  | E |  |
|  | **SKILLS & ATTRIBUTES**  |   |   |
| xi | Ability to engage with employers and Apprentices  | E  |   |
| xii | Effective verbal and written communication skills  | E  |   |
| xiii | Literacy, Numeracy and ICT skills at level 2 or above and capable of supporting Functional Skills delivery  | E  |   |
| xiv | Ability to work within a team and mentor new members and inexperienced members of staff | E |  |
| xv | Ability to travel independently and in a cost and time effective manner to meet employer and Apprentice needs  | E  |   |