

JOB PROFILE

Job title:	Dental Assessor / Trainer
Grade:	Band 6, £25,025 - £28,850 per annum
Accountable to:	Apprenticeship Manager/ Head of Operations
Responsible for:	N/A

General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

Duties and responsibilities

1. Assess and train students of all abilities in the vocational area, testing of skill and related knowledge. This could be conducted in the workplace or College and could involve local or national travel depending on the area of work.
2. Take responsibility for a caseload of students ensuring timely completion within agreed timescales appropriate for level and individual needs.
3. Effectively enrol, induct, train, review, assess, and track learners on programme using the standard paperwork and updating IT systems such as Maytas. This includes recording of the Individual Learner Journey and target setting.
4. Ensure the registration and certification of all learners is completed accurately and in a timely manner as per the awarding organisation requirements.
5. Continually develop training and assessment programmes that meet individual needs of students and promote their achievement at the optimum pace of the student.

6. Work in Partnership with employers to develop training programmes to meet their bespoke needs.
7. Motivate and inspire students to achieve excellent results ensuring students are equipped with the employability skills and knowledge to support employment in their chosen specialist field and/or progress on to the higher levels of education within their specialism.
8. Provide students with comprehensive, detailed assessment and progress review feedback in conjunction with the employer to ensure opportunities for learning progression are identified. and off the job training recorded
9. Assist students with action planning, evidencing progress and achievements and support them with the use of e-learning platforms to develop on and off-the-job learning and development of skills and knowledge.
10. Identify and support opportunities for developing learners English / maths and ICT skills both on programme and through workplace activity
11. Identify students' (and employers where applicable) needs and provide appropriate support, advice and guidance, referring to specialists and other staff as required.
12. Maintaining effective data relating to student targets, progression, assessment activities and achievement, from evidence generated through training and assessment activity in College or from their place of work.
13. Undertake the initial assessment and continuous monitoring of Health and Safety in the workplace ensuring it is a safe working and learning environment for students.
14. Source and allocate work placements to learners within the vocational area (if applicable).
15. Contribute to and participate in the assessment and quality assurance procedures for all programmes/training provision, including Internal verification and moderation activities to the prescribed standards. Contributing to the review and evaluation process in order to ensure year on year improvements.
16. Build working relationships with employers within the sector to encourage employer engagement.
17. Ensure the required information and documentation submitted for all learners is of a high quality standard and meets the compliance requirements of the funding body and the college's internal compliance and Quality Assurance processes.
18. Safeguard the wellbeing of learners, including responsibility for reporting child protection matters to the College Designated Safeguarding Team
19. Embed British Values, Equality Diversity and Inclusion and the appropriate professional behaviours into programme delivery and assessment.
20. Support the College at marketing events e.g. open evenings

NOTE

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

This job profile does not form part of your contract of employment.

PERSON SPECIFICATION

Role: Assessor / Trainer		E/D	A	I	T
Qualifications:					
1	Hold a recognised subject related qualification at Level 3 or above	E	✓		
2	Hold a recognised teaching qualification (or willingness to work towards)	D	✓		
3	Hold an Assessor's award A1 or equivalent	E	✓		
4	Hold an Internal Verification award V1 or equivalent	D	✓		
5	Hold a minimum level 2 qualification in English and Maths	E	✓		
6	Hold a L2 or equivalent qualification in ICT (or willingness to work towards)	D	✓		
7	Current professional membership status (where relevant)	E	✓		
Experience and Skills:					
8	Relevant industrial experience and occupational competence	E	✓	✓	
9	Understanding and experience of the delivery and assessment in subject area	E	✓	✓	
10	Understanding of the monitoring of learners through development action planning and setting smart targets through progress reviews.	E	✓	✓	
11	Experience of motivating and leading individuals to achieve results and performance targets	E	✓	✓	
12	Able to prepare and deliver training	E		✓	
13	Experience of using IT to facilitate blended learning and assessment approaches	D		✓	
14	Have experience of successful team working and be committed to a team based approach	E	✓	✓	
15	Demonstrate exceptional organisational and planning skills with excellent timekeeping and attendance	E		✓	
16	Be able to work flexibly to meet the needs of Learners, along with providing support of additional learning needs and maths, English and ICT (where identified)	E	✓	✓	
17	Understanding and responsibility of monitoring health and safety in the workplace	E	✓	✓	
18	High standards of written and verbal communication skills	E	✓	✓	
Personal Attributes:					
19	Flexible approach regarding workplace and hours worked	E		✓	
20	Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity	E		✓	
21	Commitment to quality and excellence through evidence of continuing professional development including the Awarding Organisations requirements (where applicable)	E		✓	
22	Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	E		✓	

KEY:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview
T	Assessed by Test