

JOB DESCRIPTION

TITLE:	Assessor/Trainer
REPORTS TO	Operations Delivery Coordinator
RESPONSIBLE TO:	Operations Manager
PURPOSE:	<p>To promote and represent the company in accordance with our Ambition, Values and Behaviours.</p> <p>To plan and provide support to learners of Talk Training undertaking QCF assessment and/or training programmes</p>

KEY ACCOUNTABILITIES:

- To maintain a high standard of training and assessment for all learners engaged with the company.
- To maintain and promote safe working practices for self and others ensuring that all training materials and training environments conform to prescribed health and safety requirements.
- To present a positive professional role model to learners impacting on standards, ethics, practices and behaviour.
- To embrace and integrate equality, professionalism and integrity into all aspects of the assessment/training programme.
- To comply with the technical and vocational requirements as defined by the appropriate QCF awarding bodies.
- To assist with development and delivery of QCF training modules, as required to meet organisational and individual QCF requirements.
- To assist in producing QCF curricula to address identified departmental and organisational needs.
- To update and maintain all records for which you have responsibility and provide these documents to internal and External Quality Assurer when requested.
- To attend and participate in all meetings and training initiatives as requested by managers/ Coordinators.
- To play an active role in the induction, development and support of new and existing members of staff.
- To co-ordinate the activities of others when instructed by managers/ sector leads.
- To promote and represent the company in a professional and positive manner at all times.
- Fully conversant with framework requirements.
- To be proactive in self-development (CPD) in line with company requirements.
- To perform any reasonable task requested by the company.

Other:

- This post requires mandatory registration with the Education Workforce Council (EWC) as a prerequisite to employment.

TITLE: Assessor/Trainer

PERSON PROFILE:

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	Current occupational competence to ensure an up to date working knowledge and experience of the principles and practices of the N.V.Q. Assessor role.	Previously worked as an Assessor. To meet Talk training accredited centre and awarding body standards.
Skills and abilities	Good initiative Efficient user of available resources Approachable, flexible and adaptable to change Tactful Able to communicate at all levels Confident	Track record of flexibility and adapting to change
Experience	Possess 2-3 years practical workplace experience as an Assessor. Demonstrate competence at intermediate level in I.T. applications word and excel. Plan, monitor and implement systems and procedures and maintain quality standards. Continual Professional Development in self and others.	Keep abreast of developments in QCF issues and be committed to QCF training process. Experience of classroom teaching.

Behavioural Competencies

Good interpersonal skills
Able to train others
Positive Attitude
Work to SMART targets and work under pressure
Team player

Motivated
Demonstrate working to targets

Academic and Professional Qualification

Good level of education with a minimum of 5 GCSE's or similar.
Formal IT qualification e.g. ITQ, ECDL
D32/D33 or A1 Award or TAQA

PGCE Cert Ed
Level 2 Essential Skills
Communication and Application of Number

Welsh Language skills

The ability to work in the medium of welsh

In addition to the above duties the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity to the general character or level of responsibility to the post.

Employee: _____

Date: _____

Manager: _____

Date: _____