Work Based Learning Trainer/Assessor in Wood Occupations and Associated Trades

Annual Salary Up To £29,510
(Includes a skills supplement)
Full time

BENEFITS INCLUDE:
Generous holiday entitlement
Defined benefit pension with around 15% employer contribution

JOB REF: 19-008

The Faculty of Construction and Engineering Technologies are currently seeking a Work Based Learning Trainer/Assessor in Wood to deliver and coordinate the successful completion of all aspects of allocated work based / apprenticeship candidates, including the carrying out of assessments and the undertaking of pastoral care. The postholder will also liaise with employers, external verifiers and staff to maximise framework completions.

The successful candidate will have a minimum of 5 GCSE grades 9-4 including English and Maths or equivalent alongside a Level 3 qualification (or equivalent) in a wood occupations trade / discipline. You will also have an Assessor award (or willingness to achieve this whilst in post) and be willing to obtain a Level 3 Award in Education and Training.

Closing Date: 11th November 2019

To Apply

To apply please complete our Application form and return by email to jobline@colchester.ac.uk or by post to the Human Resources Team, quoting the job reference. We do not accept CV applications however, they can be provided in addition to our Application form as supporting information if you wish to do so. Please contact Human Resources using this email address if you have any queries.

www.colchester.ac.uk/jobs
ABOUT US

WITH OVER 11,000 STUDENTS AND 1,200 STAFF, COLCHESTER INSTITUTE IS ONE OF THE LARGEST PROVIDERS OF GENERAL FURTHER EDUCATION, HIGHER EDUCATION, AND SKILLS TRAINING IN THE REGION.

Colchester Institute has a clear dedication to meeting student and employer needs. We operate across three main campuses in Colchester, Braintree and Clacton, each with their own individual atmosphere and characteristics, along with a number of other learning sites in north Essex.

In this network of delivery locations we have some of the best facilities in the country for learning and training delivery. This includes state of the art workshops and equipment, with recent additions including a £6m STEM Innovation Centre at the Braintree Campus and a £10m STEM Centre at Colchester campus, both supporting innovative teaching in a range of subjects including engineering, manufacturing, construction, and digital technologies.

But this is just a flavour of the breadth of offer and facilities; we have dedicated provision and facilities for catering and hospitality, hairdressing and beauty therapy, art, design, fashion, photography, business, administration, accounting, childcare and early years, computing, IT, web design, English, maths, film, media, foundation studies, music, performing arts, sport, travel, public services, health, science and teacher training.

As well as the ability to offer bespoke courses to students and employers in specialist areas such as gas, plumbing and electrical industries, and in the areas of business, management and general staff training. We also provide part time, recreation and leisure courses, and those leading to further and higher-level qualifications and apprenticeships.

For fifty years we have equipped thousands of students and employers with the skills they have needed to realise their aspirations and helped students of all backgrounds exceed their potential.

Our main Colchester campus is located in the heart of Britain’s oldest recorded town and Roman capital. Just a five-minute walk from the main town centre, it is easily accessible by road and rail via the A12/A120 and Colchester North station, which is served by direct trains from London Liverpool Street, Chelmsford, Ipswich and Norwich.
Job Title: Work Based Learning Trainer/Assessor in Wood Occupations and Associated Trades

Salary: £26,221 - £29,510 per annum

Location: Colchester

Responsible to: Work Based Learning Manager (Apprenticeships)

Line management of other staff: No

Hours: 37 hours per week

Regulated activity: Yes

PURPOSE STATEMENT:

To deliver and coordinate the successful completion of all aspects of allocated work based / apprenticeship candidates, including the carrying out of assessments and the undertaking of pastoral care.

Liaise with employers, external verifiers and staff to maximise framework completions.

MAIN TASKS:

1. To train candidates both in the college and in the workplace towards agreed qualifications.

2. To recruit and assess new candidates suitable for work based learning programmes in accordance to targets.

3. To complete health and safety assessments of employers premises in accordance to framework requirements.

4. To, at all times, maintain high expectations of learners work, commitment, and behaviour, taking action to ensure the highest of standards are met and to monitor candidates progress, including carrying out regular (12 week) progression reviews and target setting.

5. To complete appropriate awarding body / funding body documentation and ensure compliance of required procedures.

6. To keep and maintain accurate records and documentation.
7. To undertake internal verification processes required by awarding bodies.

8. To competently and professionally liaise with employers and external verifiers in the completion of the above.

9. To attend regular programme meetings and briefing sessions in line with curriculum policies.

10. To liaise with the college's work based learning and widening participation centres ensuring compliance with college wide systems and procedures.

11. To continuously evaluate and improve the quality of learning and teaching within your work utilising and engaging with the college's development and observation programmes.

12. To contribute to the development of curricula and specialist facilities within the Faculty.

13. To assist in the promotion and marketing of programmes within your team and centre of study.

14. Undertaking such other duties as may be required by or on behalf of the Colchester Institute provided that they are consistent with the nature of the post.

15. Adhere to and promote the College’s Safeguarding, Equality and Diversity and Health & Safety policies and practices.

SAFEGUARDING:

Colchester Institute is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. All roles are subject to an Enhanced Disclosure and Barring Service check. Please contact Human Resources for further information if required.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute.

October 2019
# Person Specification - Work Based Learning Trainer/Assessor in Wood Occupations and Associated Trades

Ref: 19-008

## Qualifications / Training

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<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>GCSE’s Maths and English grade 9-4 or above or equivalent.</td>
<td>Technician level education in a construction based trade.</td>
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<tr>
<td>Level 3 qualification (or equivalent) in a wood occupations trade / discipline.</td>
<td>Internal verification award.</td>
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<td>Assessor award (or willingness to achieve this whilst in post).</td>
<td>Teaching qualification.</td>
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<td>Willingness to obtain a Level 3 Award in Education and Training.</td>
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<td>Evidence of C.P.D.</td>
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## Knowledge / Experience

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<th>Essential</th>
<th>Desirable</th>
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<td>Significant industrial experience in a wood trades discipline.</td>
<td>Up to date knowledge of the elements and processes of apprenticeship frameworks.</td>
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<td>Knowledge of current safeguarding and equality and diversity practices in FE.</td>
<td>Experience of training and assessing.</td>
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<td>Supervisory experience and / or experience in dealing directly with customers, clients or students.</td>
<td>Experience of I.L.T. learning environments.</td>
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<td>Experience of working with young people</td>
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<td>An awareness of the importance of Equality and Diversity.</td>
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<td>An understanding of safeguarding and a commitment to creating a safe learning environment.</td>
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**Skills / Abilities**

- Excellent communication skills written and oral.
- Good IT skills, including excel and the use of outlook.
- Empathy with young people.
- Good team working skills particularly the ability to work closely and effectively with other staff.
- The ability to plan ahead to meet targets in a timely manner and to keep accurate records.
- Proactive approach to work and the willingness to take on new and challenging tasks.
- Able to work without supervision.

**Special Requirements**

- Able to work evenings and outside of usual working hours as required to meet the needs of employers and the faculty.
- Able to travel to and from employers premises.

**Experience of working with Quality systems.**
### Staff Benefits

| **Holidays** – 40 days for lecturing staff plus bank holidays, 28 days rising to 33 days for business support staff and managers after 5 years’ service plus bank holidays and 35 days plus bank holidays for academic management staff. |
| **Pension scheme** – membership of a Defined Benefit Pension Scheme, either the Local Government Pension Scheme or the Teachers' Pension Scheme, both with significant employer contributions and both with life cover and survivor pension. |
| **Teaching and assessor qualifications funding support** – if college budget allows for teaching staff this can include Certificate in Education/Post Graduate Certificate in Education qualification, and can equate to £12k support. |
| **Salary** – will be paid in accordance with the appropriate salary band where annual increments may be payable in addition to an annual pay award until the maximum of the banking is reached. |
| **Travel expenses** – reimbursement of the cost of travel expenses in line with expenses policy to the exclusion of travel expenses between home and normal work location. |
| **Learning and development and continuing professional development** – an organisational commitment to staff development, with an in-house Training & Development department responsible for arranging on-site training as well as booking external conferences and events. |
| **Travel discounts** – discounted travel on local and regional bus and rail networks, with the Colchester campus being close to the mainline Colchester station on the London to Norwich intercity rail service and with access to a number of local rail lines. |
| **Cycle to work scheme** – salaried employees can purchase a new bike and accessories and make savings on income tax and National Insurance. These savings can be equivalent of up to 40% of the retail price of the bike and equipment. |
| **Technogym and fitness facilities** – at our Colchester campus staff can join our state of the art Technogym with good value membership at only £10 per month by salary deduction. There is also the use of a sports hall available with staff using this for basketball and badminton. |
| **Discounted onsite hair and beauty facilities** - our onsite salons offer a wide range of hair, beauty and holistic services at very competitive prices. Treatments are carried out by students under the full guidance of experienced lecturers. Employees are entitled to a 15% discount. |
| **On Site Food & Drink facilities** - Colchester Campus has a takeaway food service operated by the Centre for Hospitality & Food students. Here you can taste foods prepared freshly by students at low prices. Also on site at Colchester Campus is the Balkerne Restaurant where you can enjoy a full dining experience at incredibly low prices. |
| **MOT and Servicing** - all work will be carried out by a fully qualified and experienced mechanic assisted by students. This provides students with a ‘real world’ garage experience to help them flourish upon completion of their qualification. In addition, all this will be conducted in the fully accredited 'state of the art' workshops run by the college. |
**Staff Association** - run by staff on a voluntary basis. All employees joining automatically become members of the Staff Association. The aim of the Staff Association is to organise as many varied social events throughout the year to include all staff members and their close families.

**Employee Assistance Programme** – a 24/7 service available to employees and their immediate families providing free and confidential advice and support for personal issues; the programme also allows access to a Savings Centre where savings of up to 50% can be made with a large number of retailers.

**Wellbeing** – a range of activities under our wellbeing programme include items already listed here plus choir and initiatives such as Wellbeing Days where a range of sporting, health and socialisation activities take place for staff.

**VDU Users** – contribution to eye tests and glasses if required for VDU users via our corporate partner, Vision Express; employees receive a free eye test and if glasses are required, a contribution of £45 towards these is covered.

**Colchester Institute Course Discounts** - 35% discount off a number of courses including Higher Education courses, and a 10% discount off other courses, further details can be provided.

**Colchester Campus Nursery and Pre School Discount** – there is a privately-run nursery and pre-school located right next to Colchester campus which enables parents to have easy drop off and collection with employees enjoying a 10% discount.

**Discounted reprographic printing and PC software** – employees have access to reprographic printing and purchase of PC software such as Adobe and Microsoft products at low / discounted prices.

**Purchase of NUS card** – employees can purchase an NUS card which then allows for a range of savings including those from a wide range of retailers / services e.g. Amazon online, Topshop/Topman, Pizza Express, Zizzi, Odeon, Cineworld and Vue.

**A number of direct retail discounts** – for example, discounts on purchases from The Book People, 5% discount and free delivery for purchases from Kent Blaxill, 10% discount on purchases made at the Tiptree Tea Room at the Minories Colchester, 10% discount at Kiddi Karu nurseries, 10% discount at the Lifehouse Spa and Hotel, and discount on membership for Leisure World Colchester with facilities.