

TRAINER ASSESSOR IN COUNTRYSIDE AND WATER ENVIRONMENT (Home Based with visits in the East and South East)

JOB SPECIFICATION

Salary:	£33,957 - £35,952 per annum Basic Salary £29,957 - £31,952 + £4,000 Area uplift
Working Hours:	Full time, all year round, permanent
Area:	Apprenticeship and Workforce Skills
Reporting to:	Deputy Head of Apprenticeships – Land Based
Location:	East and South East
Closing date:	12 midnight, Sunday 10 March 2024

Job Purpose

This post will plan, co-ordinate, train and assess for countryside worker, water environment worker, countryside ranger and related occupations, including contract delivery for the National Trust and the Environment Agency. Your knowledge and experience in the full range of countryside management, including water management, will be shared with apprentices and colleagues and the quality and delivery of the new programmes carefully updated and monitored with the support of the Deputy Head of Apprenticeships – Land Based.

This role will involve training and assessing across a wide geographical area for national contracts working remotely for much of the time. The position will be based to work from home with one day per month spent at the Cannington Centre, there will be a requirement to attend Cannington Centre to deliver block release weeks for apprentices. **The ideal location for this role would be Cambridge, Newmarket or Bury St Edmunds.**

Job Responsibilities

Assessment

Prepare and deliver high quality assessments to Awarding Body quality standards

Carry out observations of practical skills in the workplace

Carry out Professional Discussions of practical tasks

Implement internal quality processes and monitoring systems

Complete skills reviews with all learners across different programmes

Develop and take responsibility for the delivery of individual training plans tailored to candidate needs

Maintain records relevant to individual candidates

Undertake apprenticeship programme assessment and maintain records

To use Onefile e-portfolio system comprehensively as part of the assessment and feedback process and to record all learner documents and achievements.

Undertake apprenticeship programme observations, both in the workplace and in College as required

Training

Prepare and deliver high quality training to exceed Awarding Body quality standards in both in day / evening practical and theory sessions to an outstanding level

Identify training needs through skill and knowledge gaps

Develop individual action plans tailored to candidate needs

Deliver training using approved training resources in the workplace and in College

Promote training opportunities to employers and contribute to the development of new business

Co-ordination and Support

Monitor candidate progress and provide support with completion of portfolios and other evidence setting targets to ensure timely completion

Supply information to employees and employers to support apprenticeship programmes

Assist with and carry out internal verification as required

Liaise with employer representatives

Provide appropriate data and information regarding the programme and learners as required

Take responsibility for the quality of the start-up paperwork and evidence base for each programme

Attend regular team meetings, initiating meetings as required

Attend regular Section and College wide events both on and off college premises

Growth

Take responsibility for securing new business by actively promoting apprenticeships alongside seeking out new opportunities with new and existing employers

Attend regular Section and College wide events both on and off college premises

Working with the Programme Manager to develop the curriculum to ensure all programmes reflect current industry requirements and developments ensuring a portfolio of apprenticeship pathways exist to meet employer needs

Administration

Complete all relevant documentation in order to progress the signing up and recording of new learners on the programme

Compile and maintain documentation that records the progress of learners on programme against specified targets, and provide evidence and reports in relation to this as required

Complete documentation in relation to visits to employers, student reviews, assessment visits and any other such appointments that evidence, support and maintain relationships with learners and employers

Compile and maintain records of contact with employers, recording opportunities identified and progress towards achieving new apprenticeship placements or training

Other

Supports and promotes equality and diversity at the College to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices.

Maintains and promote a healthy and safe environment at the College to ensure students, visitors and staff are safe from harm.

Supports and promotes the safeguarding agenda at the College to ensure students, visitors and staff are safeguarded.

Any other duties connected with the post as are reasonably required from time to time.

Qualifications/Skills/Knowledge/Qualities

The success of Bridgwater & Taunton College rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares our values of student-centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy of the College and working collaboratively.

At Bridgwater & Taunton College we are:

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, employer and community needs
- Always aspiring to the highest standards
- Professional and enterprising
- Innovative and creative
- Friendly and welcoming

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

Essential Criteria	How Measured
Have exceptional time management skills to manage a busy schedule of work across a wide geographical area	Application/Interview
Hold or willing to work towards a qualification or have experience in the subject area	Application
Hold or willing to work towards an assessor qualification	Application/Interview
Have up to date industry knowledge	Application/Interview
Hold Level 2 Numeracy and Literacy qualifications	Application/Certificates
Able to develop strong professional relationships with employers and learners	Application/Interview
Have very strong IT skills and be comfortable working with e-portfolio's	Application/Interview
Have the ability to motivate learners and ensure they complete on time	Application/interview
Experience of managing learners in post-compulsory education and working with employers in a training or customer relations role	Application
Hold a full driving licence, have own vehicle and be willing to travel to customer sites and College Campuses	Driving Licence/Interview
Have high levels of motivation and has the ability to use own initiative	Interview

Desirable Criteria	How Measured
Hold a training / assessing qualification	Attainment certificates
Have experience of working with employers in a training or customer relations role	Application/interview
Experience of working in Further Education or a similar environment	Attainment certificates
Hold an IQA and/or IV qualification	Attainment certificates
Knowledge and experience of working with E-Portfolios	Personal statement / assessment task / interview
Have a commitment and enthusiastic approach to continuous self-development	Personal statement / interview

Application Forms

Fully completed application forms should be submitted online by 12 Midnight, **Sunday 10 March 2024**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

Interviews

Interviews have been scheduled for **Wednesday 20 March 2024**. Shortlisted candidates will be contacted shortly after the closing date.

The interview process will require candidates to be available to attend a whole day assessment process.

The interview process will include;

- Role-related task (details will be provided to shortlisted candidates prior to the assessment day)
- Individual interview(s)

Candidates who successfully complete the morning activities will be invited to a formal interview in the afternoon. Candidates will be informed of the outcome at the end of the formal interview process.

CONDITIONS OF EMPLOYMENT

Working Hours

As a full time member of staff, your normal working week will be 37 hours per week. Normal working hours are 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday. The

post-holder will, however, be expected to work flexibly to meet the needs of the students, employers and the Area.

Annual Leave

The holiday year runs from 1 September - 31 August each year. The annual leave entitlement for this role is 28 working days, plus 8 bank holidays. Annual leave is bookable and flexible, subject to business needs and should be planned and agreed with manager. Annual leave of 3 days will be required to be booked for the Christmas closure.

Pre-employment Checks

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

Salary

The College's usual policy is to appoint new staff at the starting point of the scale, however the College will consider matching an existing salary (within the scale for the job) subject to proof of current earnings.

Christmas Closure

It has been custom and practice for the College to close for a two week period at Christmas each year, with the exception of some functions due to business requirements. This practice will continue, subject to any future changes in the organisation of College terms/curriculum programmes.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme is a defined benefit salary scheme and includes life assurance cover, and the College will also pay a contribution towards your pension.

Equality & Diversity

Bridgwater & Taunton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers , and cannot be taken into account.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. Bridgwater & Taunton College wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position.

Further information about Disclosure can be found at www.homeoffice.gov.uk/dbs.