



ELECTRICIAN TRAINER ASSESSOR

JOB SPECIFICATION

Salary:	£38,957 - £40,952 per annum Basic Salary £29,957 - £31,952 + £9,000 uplift with qualifying criteria
Working Hours:	37 hours per week, all year round, permanent
Area:	Apprenticeships & Workforce Skills
Reporting to:	Deputy Head for Apprenticeships
Location:	Bridgwater Campus
Closing date:	12 midnight, Wednesday 21 February 2024

We have an exciting opportunity for a dynamic Trainer Assessor to join our award-winning team at Bridgwater and Taunton College. The successful candidate will join our Apprenticeships & Workforce Skills Area and will work closely with colleagues in the Construction Department, to deliver outstanding training and assessment which supports learners to achieve timely success.

Working with local and regional SMEs, the post holder will join us at an exciting time as we support our employer partners to build the workforce they need for the future.

You will hold minimum of a Level 3 NVQ (or equivalent) in Electrical installation, and have relevant industry experience. You will be proactive, enthusiastic and possess strong employer engagement skills to develop effective business to business relationships that enhance the learner journey. Experience of delivering training and a relevant assessment qualification is desirable but not essential.

Most importantly, you will be a great team player, and be motivated and committed to ensuring all learners maximise their potential, deliver impact within their organisations and are fully prepared to embark on the next stage of their career journey.

If you would like an informal discussion about this opportunity or require any further information, please contact jobs@btc.ac.uk.

Job Responsibilities

Training and Assessment

Plan, prepare and deliver highly effective training, predominantly in the workplace but also in college where required.

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

Undertake apprenticeship programme observations, predominantly in the workplace but also in college where required.

Deliver high quality assessment and feedback to exceed awarding body quality standards.

Complete workplace three-way reviews with learners and employers, recording progress and setting targets for the next learning period.

Provide Additional Learning Support as required, to enable all learners to make positive progress towards timely success.

Promote opportunities for personal development that prepares learners for their intended job, career aim and/or personal goals.

Support learners to continually progress their knowledge and skills of English and maths.

Prepare learners for End Point Assessment on their apprenticeship programme.

Co-ordination and Support

Participate in learner interviews, and plan and deliver 'keep warm' activities, enrolment, and induction activities.

Contribute to internal quality assurance as required.

Contribute to the completion of all relevant documentation to progress the signing up and recording of new learners on the programme and the progression of learners to End Point Assessment.

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.

Other Responsibilities

Working with Course Leaders and Deputy Head of Apprenticeships, contribute to developing the curriculum to ensure all programmes reflect current industry requirements and developments.

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

Attend regular Team, Department and College wide meetings and events both on and off college premises.

Participate in staff development activities to support Continuous Professional Development (CPD) and maintain a CPD log to evidence personal development and

impact on practice.
Participate in staff recruitment campaigns and interviews.
To support and promote equality, diversity & inclusion at BTC to ensure equality of opportunity for all learners, visitors and staff and the elimination of discriminatory practices.
To maintain and promote a healthy and safe environment at BTC to ensure learners, visitors and staff are safe from harm.
To support and promote the safeguarding agenda at BTC to ensure learners, 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 the values of student-centeredness, 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. Applicants should tailor their personal statement to demonstrate how they meet each of the essential criteria of the person specification below.

Essential Criteria	How Measured
Hold a minimum of a Level 3 NVQ (or equivalent) qualification in Electrical installation	Attainment Certificates
Hold an AM2 qualification or possess significant and relevant industry experience.	Attainment Certificates / Personal Statement
Hold a minimum of a Level 2 English and Maths qualification.	Attainment Certificates
Possess industry experience and have up-to-date, subject specialist industry knowledge.	Personal Statement / Interview
Have the ability to plan, prepare and teach highly effective training and assessment.	Personal Statement / Interview

Have the ability to develop strong professional relationships with employers and learners.	Personal Statement / Interview
Have high levels of self-motivation and the ability to use own initiative.	Personal Statement / Interview
Have the ability to motivate learners and ensure they achieve timely.	Personal Statement / Interview
Demonstrate strong IT skills and be familiar with working in the electronic environment.	Personal Statement / Interview
Have the ability to travel, a full driving licence and access to a vehicle on a daily basis.	Personal Statement / Interview
Desirable Criteria	How Measured
Hold a C&G 2391 - Electrical Inspection and Testing (or equivalent) qualification	Attainment Certificates
Hold a C&G 2382 - Requirements for Electrical Installations 18 th Edition (or equivalent) qualification	Attainment Certificates
Hold a minimum of a Level 3 teaching qualification (PTLLS/AET) or be willing to work towards one.	Attainment Certificates / Personal Statement / Interview
Hold an assessor qualification (D32/D33/A1) or be willing to work towards one.	Attainment Certificates / Personal Statement / Interview
Hold a verifiers qualification (D34/V1) or be willing to work towards one.	Attainment Certificates / Personal Statement / Interview
Current or recent experience of teaching, training, or assessment.	Personal Statement / Interview
Knowledge and experience of working with E-Portfolios.	Personal Statement / Interview
Experience of working in Further Education or a similar environment.	Personal Statement / Interview
Skills Uplift (up to £9,000)	How Measured
Hold an ECS Gold Card - £3,000	Attainment Certificates / Personal Statement
Hold an assessor qualification (D32/D33/A1) - £3,000	Attainment Certificates / Personal Statement / Interview
Hold a minimum of a Level 3 teaching qualification (PTLLS/AET) - £1,500	Attainment Certificates / Personal Statement / Interview
Hold a verifiers qualification (D34/V1) - £1,500	Attainment Certificates / Personal Statement / Interview

Application Forms

Fully completed application forms should be completed online by **12 midnight, Wednesday 21 February 2024**

Alternatively, if this post is of interest, and you wish to be considered, please send a copy of your CV to the HR team. You can send you CV, along with a covering letter to jobs@btc.ac.uk

Interviews

Interviews have been scheduled for **Friday 1 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 following activities are scheduled to take place:

- Individual Interview
- Practical Task(s)

Candidates who successfully complete the morning activities will be invited to a formal interview in the afternoon. We try, wherever possible to make appointment decisions and communicate this to candidates at the end of the formal interview process.

CONDITIONS OF EMPLOYMENT

Working Hours

Normal full-time working hours are from 8.30am to 5pm Monday to Thursday, and 8.30am to 4.30pm on Friday across the academic year (all year around) but some flexibility may be required to meet the needs of the area and the business.

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 your manager. Annual leave of 3 days will be required to be booked for the Christmas closure.

Christmas Closure

It has been custom and practice for the College to close for a 2 week period at Christmas each year, with the exception of some external sites due to business requirements. This practice will continue, subject to any future changes in the organisation of College terms/curriculum programmes.

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).

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 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, excluding certain specified old and minor offences.

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