



# Job Description: 0.5 Trainer/Assessor – Early Years and Teaching Assistants (Fixed Term until 31<sup>st</sup> July 2025)



**0.5 Trainer/Assessor – Early Years and Teaching Assistants  
(Fixed Term until 31st July 2025)  
REF: TRA029-735**

**The role:**

The College is seeking to recruit a Trainer/Assessor to join an expanding team, within the Health, Care & Service Professions Department, with responsibility for the delivery of training and for the assessment of candidates within the workplace. This includes visits and observations of students in Early Years settings and Teaching Assistants

**Responsible to:**

The postholder is responsible to the Head of Department, Creative, Care & Professional Development

**Key Accountabilities and Responsibilities:**

- To carry out training and assessment in the workplace and give constructive feedback to candidates.
- To ensure all assessment activities are in line with awarding body standards.
- To offer comprehensive Information, Advice, Guidance and pastoral support service to individual candidates, liaising with Student Guidance as appropriate.
- To deliver an induction programme and develop the candidates' individual learning plans, diagnostic assessment and Health and Safety requirements, in line with college procedures.
- To conduct regular learners reviews, liaising with employers, in line with college procedures.
- To develop customised learning materials as appropriate.
- To provide and work within a framework of Equal Opportunities and Anti Discriminatory Practices.
- To complete Awarding Body and other relevant documentation relating to achievement.
- To attend standardisation meetings for assessors and provide feedback relating to peripatetic assessment.
- To liaise with Internal Verifiers and provide appropriate feedback.
- To contribute to Internal Verification activities.

- To maintain accurate records of activities carried out within job role and to meet requests for information in a timely manner.
- To undertake continuous professional development as required for the role and inform the curriculum area of industry developments.
- To update the Work Based Learning database and reporting documents as necessary to record contact with employers.
- To carry out any other duties which may be required from time to time and which are commensurate with the post.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of a minimum of a Level 3 qualification in a related subject	E	A
Possession of a Level 2 qualification in English and Maths (or willingness to work towards)	E	A
Assessor awards (Or willingness to work towards)	E	A
Internal Verifier awards (V Units) or a willingness to work towards	D	A

Experience		
Recent experience in the delivery of Functional Skills Maths up to Level 2	D	A/I
Experience of working in an Early Years setting	E	A/I
Teaching experience (For teaching assistant programs)	D	A/I
Recent experience in the delivery of Functional Skills English at Level 1 or Level 2	D	A/I
Experience of assessing candidates in the workplace	D	A/I
Experience of liaising with employers	E	A/I

Knowledge, Skills and Attributes		
Knowledge of Apprenticeship frameworks and standards	D	I
Ability to meet deadlines	E	I
Ability to plan and meet caseload requirements	E	I

Excellent organisational skills	E	I
Ability to use own initiative	E	I
Ability to use IT systems	E	A
Clean driving licence and access to a car (to visit candidates within the workplace)	E	A
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Be prepared to undertake staff development	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

### Salary:

£12,663.00 per annum (FTE £25,326.00 per annum)

### Summary of Terms and Conditions of Employment:

There will be an annualised working year of 792 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 (144 hours) working days' holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 (33 hours) days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2<sup>nd</sup> week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention

and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

**Deadline for receipt of applications: Tuesday 3<sup>rd</sup> December 2024 (10:00am)**

**Interviews will be held: Within one month of closing date**

### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

