

College of Haringey, Enfield and North East London Job Description

Job Title:	Employability Trainer
Salary:	£35460 per annum
Service:	Employability
Centre:	Tottenham & Offsite centres
Reporting to:	Curriculum Manager
Job Purpose:	<p>You will be responsible for delivering a broad range of Vocational Employability courses. Vocational Employability courses are short courses but delivered Full Time between Mon - Fri. Courses are delivered across various sites in North & East London i.e. Tottenham and various offsite centres where we have training rooms. Courses delivered are up to L2.</p> <ul style="list-style-type: none"> • Employability • Warehousing • Customer Services • Business Admin • ICT • Spectator Safety L2 • Mental Health • Health & Social Care L1 <p>You should be able to deliver at least 3 courses from above list.</p>

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Main Tasks:

Summary:-

- Knowledge of the qualification standards
- Understanding the assessment requirements
- Experience of coaching learners, as required by the Awarding Organisation
- Planning the assessment process with the learners and other persons involved
- Assessing learners to meet the assessment requirements within the agreed timescale
- Reviewing the learner's initial assessment results and develop a learning plan to ensure the learner completes their programme
- Supporting learners with different requirements during the learning and assessment process
- Agreeing realistic and achievable assessment plans/deadlines
- Using a variety of assessment methods, where appropriate
- Working with employers and JCP referral partners.
- Ensuring the assessment records are accurate and up to date and provide an audit trail of evidence
- Contributing to standardisation arrangements so that your assessment decisions are in line with others

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The postholder will also be expected to

1. actively participate in standardisation meetings (attending a minimum of three per year) and performance reviews.
2. be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
3. Provide schemes of work / course outlines and lesson plans, as required
4. Demonstrate a commitment to the development and practice of equal opportunities and British Values in every aspect of the life of the college;
5. Abide by the college's data protection and confidentiality policies.
6. Take part in the college Lesson Observation scheme
7. Be professional & respectful to learners, staff, employers & any other stakeholders.

Other duties

To participate in developing practices within the area that uphold and develop the principles of the college's equality procedures and processes

To participate in the implementation of, and compliance with, the provisions of legislation and good practice relating to health and safety in the areas responsible for.

The scope of this profile reflects the needs of the college at the present time: it is not intended to be a fully inclusive of exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the college change over time.

Person Specification:

Area to be assessed	Essential
	<p>With appropriate experience and qualifications reflecting a strong background in remote or independent working and employability skills, you will have a teaching qualification or the commitment to undertake one during the first term of contract. You will have a history of coaching /teaching within a vocational (or similar) context to a high standard, with coaching experience at level 1 or above. You must have the ability to communicate with students and to motivate and support them in their studies and progression and be able to work with students with a wide range of barriers to employment.</p>