

Job Profile

Trainer Assessor

Date amended: April 2017

About the Job

To develop and deliver programmes of learning in a range of settings and communities and to secure positive outcomes for adults, families and communities in Gloucestershire in line with local priorities.

This is what we need you to do...

- Develop and deliver teaching and learning to classes of targeted adult learners and ensure that they meet the ESFA eligibility funding criteria.
- Use effective assessment tools to identify and record individual learners' targets, progress, and achievements, including accredited programmes where appropriate and actively participate in the quality assurance/improvement cycle by regular monitoring and review of practice.
- Work effectively as part of a team.
- Embed the development of English, maths, language, and IT skills into teaching and learning programmes.
- Maintain accurate records in accordance with Adult Education in Gloucestershire's management information service and quality assurance process.
- To access relevant documentation and information online.
- Deliver high level IAG according to MATRIX, OFSTED and adult learning quality standards.
- Supporting adult learners with diverse and complex learning needs.
- Enabling adult learners to progress to the next steps in their journey.

Special Conditions

- This position is subject to a DBS check.
- You need to hold a current full driving licence which is valid for driving in the UK or have the ability to travel around the county.

The ideal candidate will have...

Experience

- Teaching in community groups, schools, adult education, and the workplace or other further education settings.
- Ability to create bespoke teaching and learning programmes relevant to the needs of specific client groups and individuals.
- Experience of using technology within teaching and learning.

Knowledge, Skills and Understanding

- Use excellent written, verbal and listening skills.
- Plan and deliver teaching and learning which meets the needs of national and local agendas.
- IT literate and knowledge of MS office
- Review and develop teaching and learning skills to enhance the learning experience.
- Implement information, advice, and progression strategies.

Behavioural attributes

- Demonstrate enthusiasm for subject specialism and for teaching and learning.
- An ability to work well as part of a team.
- Be flexible and respond to a variety of learner needs.
- Committed to further developing existing skills.
- Commitment to equal opportunities and the implementation of appropriate safeguarding and safe working practices.

Education & Qualifications

Essential

- Education and Training award at a minimum level 3
- Minimum 1 year teaching experience.
- Maths and English at a minimum of level 2.

Desirable

- Qualifications relevant to subject specialism.
- IAG qualification