

Job Description – Apprenticeship Trainer

Role Title: Apprenticeship Trainer - Motor Vehicle	Salary: Apprenticeship Trainer - £27,755 - £31,225 pro-rata for part time roles Actual Salary: £13,887.50 - £15,612.50
Normal Place of Work: Parkway, with travel between all college centres and student	Line Manager: Programme Manager
Normal Working Hours: 18.50 hours per week	

Purpose of role

We are looking for a motivated Assessor in Motor Vehicle to become part of our committed team. In this role, you will play a key part in shaping and guiding the next generation of professionals, fostering both academic excellence and professional development. This position is ideal for someone passionate about making a meaningful difference in students' futures and advancing the field.

In this role, you will have the opportunity to guide and inspire a caseload of students as they navigate their vocational journeys, supporting them directly in the workplace to assess their growing professional competencies. Through dedicated coaching and mentoring, you will help prepare apprentices for their Gateway and end-point assessments, equipping them with the skills and confidence they need to succeed. Building strong, professional relationships with key stakeholders will be essential in fostering a supportive environment. Your focus will be on maximizing student retention, achievement, and overall success. Additionally, you'll contribute to the program's growth by seeking new business opportunities and encouraging students to progress to higher-level apprenticeships, ensuring a vibrant and thriving caseload. Ensuring that individual learner needs are met through an inclusive learning approach is essential to providing an outstanding student experience. Additionally, full engagement with the College's Mission and Values is expected, ensuring these principles are central to all working practices.

You will work closely with colleagues and students throughout the organisation to foster a culture of high-quality customer service, flexibility and responsiveness, in line with the College's high aspirations for learners.

We are seeking candidates who are:

An expert in Your Field: We encourage applications from both experienced work-based Assessors or industry professionals looking to transition into an assessing role.

Committed to Excellence: Strive to unlock each student's potential through high-quality practices, contributing to strong success rates, and student progression.

Team-Oriented: Work collaboratively with colleagues to uphold and maintain the highest educational standards.

Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use any of your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

What will the job entail?

- a) Encouraging and providing professional and vocational advice to learners, guiding them on the most appropriate evidence to collect for their e-portfolio and end-point assessment, while also being responsible for reviewing their progress and offering timely information and guidance to support their success.
- b) Responsibility for building and maintaining strong relationships with employers, colleagues, and external partners by meeting with employers to understand their business needs, the requirements for their employee in training, and ensuring they are aware of their role and responsibilities in developing the apprentice for a successful End Point Assessment (EPA) outcome.
- c) Delivering high-quality training and conducting competence assessments in line with agreed action plans, while fostering an environment of high expectations and engagement that inspires learners to achieve the best possible outcomes.
- d) Providing coaching and mentoring to help apprentices prepare for their Gateway and end-point assessments, while continuously monitoring their progress in line with their job descriptions. Collaborate with both the apprentice and employer to determine when they are ready for Gateway, sharing professional knowledge and encouraging best practices throughout the process.
- e) Ensuring the learner is suitable to carry out their chosen apprenticeship and establish their starting point by establishing existing knowledge and skills.
- f) Ensuring learner information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion ensuring this is completed in a timely manner and updated on internal college systems
- g) Ensuring frequent visits to all learners to safeguard their funding while actively managing their attendance, retention, and achievement to meet the college's key performance indicators (KPIs).
- h) Assessing work-based evidence, for inclusion in e-portfolio, ensuring assessment meets the standard set by the awarding bodies and requirements for the standards. Ensure that written and verbal feedback is given in a timely manner clearly identifying areas for development
- i) Producing session plans, learning resources and training plan to enable the learner to develop the knowledge, skills and behaviours as defined in the Apprentice Standard for that role.
- j) Monitoring and accurately reporting on 'off-the-job' training in line with funding regulations, ensuring all evidence is uploaded to the College's e-portfolio system, while completing administrative tasks and maintaining tracking documentation. Additionally, visit learners and employers every 6 weeks, or 8-12 weeks as agreed by management, to conduct progress reviews with both the employer and apprentice.
- k) Ensuring consistency and fairness throughout all assessment and delivery processes
- l) To support Colleagues throughout the year as part of moderation and verification, using e-portfolio system Possibly add using e-portfolio system.

Who will I work with?

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Head/s of Quality	To provide data and information to support the College's self-evaluation and quality improvement processes as we as contribute to the College's ongoing assessments of the quality of teaching, learning and assessment
Programme Managers and Heads of Department	To provide vocational programmes that are effective, relevant, and aligned with the overall goals of the college. This partnership enhances the quality of education, supports student success, and strengthens the institution's reputation in the community.

Lecturers and support staff, working collaboratively across areas within the college including Curriculum, finance, MIS and the Safeguarding team	To ensure collaboration and provide a comprehensive education that equips students with the skills needed for both their chosen careers and personal development. And to share information about students' progress, along with any welfare and/or conduct concerns
Awarding Bodies and Validating Partners	To ensure the quality of provision and compliance with awarding bodies' and/or validating partners' requirements for quality assurance.
Employers and stakeholders who work in partnership with the college, students, employers and potential new business leads	To ensure that students have opportunities for work placements, apprenticeships, and potential job offers upon completion

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College's student first ethos by supporting at College open events to provide a quality experience for prospective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- Undertaking other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
Minimum of Level 3 qualification in subject specific discipline	✓	
Experience in delivery of subject specific discipline	✓	

Level 2 Maths & English qualifications	✓	
To already hold an Assessor award qualification (or willingness to achieve one during your first two years)	✓	
Certificate in Education or PGCE		✓
To already hold an IQA qualification (or willingness to achieve one)	✓	
Knowledge and Experience		
Relevant sector experience and competency in own subject specialism.	✓	
Ability to write brief objective reports to encourage individual development.	✓	
An understanding of the E-portfolio systems and assessment procedures through the standard.		✓
Knowledge of awarding organisation qualifications, schemes and their internal & external verification requirements i.e. City & Guilds		✓
Understanding of apprenticeship standards, qualifications and industry expectations		✓
Experience of working with young people in the work place		✓
Experience of assessing, training and mentoring in a work-based environment.		✓
Skills and Abilities		
Good oral and written communication skills	✓	
Excellent interpersonal and networking skills	✓	
Good planning and organisation skills	✓	
Good analysis, problem solving and decision-making skills	✓	
Ability to commit to the College values, in particular around embracing diversity and the welfare of students	✓	
Ability to commit to continuous professional development, including engagement with relevant workplaces (industrial updating) linked to subject specialism	✓	
Ability to use IT at a level commensurate with job role. Confident and efficient use of Word, Excel, Teams and email.	✓	
Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home	✓	
Able to deliver courses using eLearning technology or willingness to develop	✓	
Ability to communicate about individual performance, both verbally and in writing.	✓	