

JOB TITLE:	Trainer Assessor – Essential Skills (Literacy)
RESPONSIBLE TO:	Principal and Chief Executive
REPORTING TO:	Head of Learning and Skills (HMP Magilligan)
LOCATION:	The post holder will be required to work in the NI Prison/Secure Unit location at HMP Magilligan or any associated or College Sites.

PURPOSE OF THE JOB:

The post holder will provide a high quality instruction, technical training delivery within a specific area of responsibility to achieve learner success. Providing educational guidance and learning support in relation to the respective vocational course they are responsible for. The post holder will observe and assess candidates underpinning knowledge in relation to work based qualifications in specific courses. This is a unique role and entails a number of specific roles and responsibilities.

Main Duties and Responsibilities

- 1 carry out Training Needs Analysis to determine the skills gap between current and desirable trainee skill levels;
- 2 deliver training and instruction as appropriate and provide support for trainees with work-based learning qualifications;
- 3 carry out assessor duties on Northern Ireland Prison Service (NIPS) premises and in College locations where necessary in compliance with industry requirements and awarding body standards;
- 4 understand the training needs of the trainee population and deliver and develop challenging and exciting training sessions;
- 5 deliver innovative programmes including the use of technologies;
- 6 ensure all training and assessment materials used are of the highest quality and are appropriate to support training and assessment;
- 7 use a range of assessment methods relevant to the training, trainee and the training environment;
- 8 liaise with other Trainers/Assessors to ensure individual training needs are addressed and appropriate behavioural strategies are adopted;
- 9 provide appropriate support and guidance to trainees in line with their individual training programme and progression planning;
- 10 monitor and track trainee progress including all assessment activity;

- 11 set and monitor SMART trainee targets and use individual training plans effectively;
- 12 assist trainees in the design and preparation of their work to comply with awarding body requirements;
- 13 maintain trainee records, class registers and preparation of required reports to comply with both NIPS Service Level Agreement and College requirements;
- 14 provide accurate programme and trainee data using appropriate College systems;
- 15 undertake quality assurance and verification of records to ensure compliance with NIPS Service Level Agreement and College requirements;
- 16 liaise with internal and external moderators, examiners and verifiers as required;
- 17 keep up to date with developments in training and assessment by attending relevant meetings, staff development and reading and implementing new strategies to motivate trainees and support their achievement and success;
- 18 undertake all CPD required to maintain competence in the vocational area;
- 19 liaise with the Head of Learning, Head of Prison Programmes and other College stakeholders as and when required to ensure the programmes delivered meets both the needs of the trainees and NIPS requirements;
- 20 conduct risk assessments as required in line with service level agreements and College protocols;
- 21 process all relevant documentation for the trainee pertaining to the area of training;
- 22 monitor Trainee progress in relation to the requirements of the targeted qualifications in order to achieve successful achievement in the area of training;
- 23 comply with internal and external quality control mechanisms;
- 24 comply with the Prison's security policies and procedures;
- 25 promote, implement and ensure compliance with all relevant policies and procedures in relation to the specific NIPS training environment. In particular this will include equality of opportunity and health & safety procedures for all College staff and NIPS learners;
- 26 contribute to the achievement of the College's mission, values and strategic directions;
- 27 be an ambassador for North West Regional College while on NIPS premises and dealing with NIPS personnel;
- 28 undertake such other relevant duties as may be reasonably expected of the post holder;

General

- 29 Comply with and actively promote College policies and procedures on all aspects of equality;
- 30 Ensure full compliance with Health and Safety requirements and legislation in accordance with College policies and procedures;
- 31 Ensure full compliance with the College's quality assurance systems and procedures in accordance with College policies and procedures;
- 32 Undertake any other duties as required by the College's Principal and Chief Executive or persons carrying his delegated authority.

The list of duties is not exhaustive. The postholder will be expected to undertake other relevant duties in order to meet any changing operational requirements.

TERMS AND CONDITIONS

Terms and conditions of employment are those as laid down by the Non-Teaching Negotiating Committee for Further Education in Northern Ireland and will include locally agreed terms and conditions.

Salary Scale

Band 7 Scale Column Point **32, £40,221** to Point **35, £43,421** per annum.

Hours of Work

The hours of work will not normally be less than **36** per week. The hours of duty which may be on any of the College sites will be such as laid down to meet the needs of the College and may include periods of duty after, as well as before 5.00 pm on any Monday to Friday.

Annual Leave Entitlement

Entitlement to annual leave is **26 days** in a full holiday year in addition to 12 public and extra statutory holidays. Entitlement to leave in the first year of employment is pro-rata to the number of months completed.

Pension Scheme

There is an Occupational Pension Scheme relating to employment with the College. Further details will be provided on appointment.

Other Employment

No other employment should be entered into during the period of employment with the North West Regional College. No employment by or in the service of another person or body should be undertaken except with express approval of the Principal and Chief Executive.

POLICIES

All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.

The North West Regional College as a public authority is committed to the promotion of Equality of Opportunity in accordance with the Northern Ireland Act 1998 Section 75.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Under the provision of the Safeguarding Vulnerable Groups (NI) Order 2007 this post is deemed to be a regulated position and a check will be carried out against the Barred List for Children.

Smoking is only permitted in designated areas in which smoking bins are located.

This document can be made available in a range of formats, please contact HR Services with your requirements.