

JOB INFORMATION	
JOB TITLE	Foundation & Vocational Trainer/Assessor <ul style="list-style-type: none"> • Childcare/Early Years • Health and Social Care • Business Administration & ICT • Teaching Assistant • Employability and ICT
DEPARTMENT AND TEAM	Training and Employment
LOCATION	To deliver training across London, with office base at Lewisham and Lambeth
WORKING HOURS	Part-Time Sessional/Freelancer
SCOPE OF CONTACT	Internal <ul style="list-style-type: none"> • Quality and Audit Compliance Team • Engagement & Brokerage • Administrators and Examinations Leads External - Learners, Employers, Awarding bodies, other external bodies - Ofsted, GLA, LA Audit

POSITION IN THE ORGANISATION	
REPORTS TO	Curriculum Lead

OVERALL PURPOSE OF JOB
<p>The key function of this role is to teach/assess learners in the chosen foundation and or vocational subject at Entry Level to level 3/5 and to develop learners' employability skills at MISDC sites and off site as required. To prepare materials and practical work for classes within your teaching commitment, meeting the demands of the curriculum whilst addressing employable skills and supporting work and skills for life</p> <p>The objective of this role is to ensure the timely and effective delivery of Foundation Vocational Learning programmes and vocational QCF qualifications. To support learners effectively through training and assessment, and in line with Company Quality Procedures and Awarding organisation Quality Compliance requirements.</p>
Key Performance Indicators:
<ul style="list-style-type: none"> • OTLA Grade 2 Quality of teaching • 95% Learner's progress • 98% Learner's achieving qualifications • 96% Learner Satisfaction and 98% Retention

MAIN DUTIES AND RESPONSIBILITIES

1. Training Planning and Delivery

- To co-ordinate the delivery of the course and to ensure that full documentation of the course is in place and that student's progress is monitored and assessed.
- To contribute and to assess learners work and contribute to the quality assurance of the course by providing effective feedback and support to learners against their performance and progress
- To manage the progress of learners learning, assess learners' performance against agreed standards, ensuring that learners have suitable individual learning plans (ILP) that are regularly reviewed and respond to learner's aspirations and achievements.
- To help maintain records of all students' attendance and progression and to use data to influence future teaching.
- To participate in the recruitment, IAG, enrolment and induction of learners to ensure that they understand the requirements of the course, expected commitment and they are able to meet them.
- Developing Curriculum, Construct schemes of work and lesson plans to meet the requirements of syllabi.
- Provide academic and pastoral support to assigned learners that is appropriate to their individual needs, so that they both achieve the qualification and enjoy the experience of learning.
- To perform required administrative duties related to the training and funding providers and provide evidence and documentation to the Internal Verifier and complete appropriate Awarding Body documentation
- To interview, IAG and complete an initial assessment of learners
- Identify gaps and plan effectively in ensuring learner needs are met
- To promote vocational and other MISDC programmes to employers, potential candidates and other agencies
- To provide support to MISDC commercial programmes as necessary to improve its implementation and success.
- To work with other members of staff to create a constructive working environment of support, prepare for EQA visits and cooperation and to take an active role in developing a strong culture of team work at all level of the organisation
- To complete LMS, Laser E-Portfolio, course review documentation, Learner Survey, contribution to the SAR
- Attend Curriculum Management/Standardisation Team Meetings
- Manage the production and maintenance of course Quality folders
- Operate and document activities in a manner that is consistent with GLA/LA/DFE requirements and the MISDC Quality Assurance requirements.

2. Quality Management

- Participate in the planning and implementation of quality improvements to the service through a cycle of self-assessment and improvement planning.
- To liaise with, internal and external verifiers as appropriate
- Participate in staff development activities; lesson observations and the origination of personal development plans.

3. Personal Development

- Maintain own Continuous Professional Log and update skills as appropriate

4. Misc

- This job description is written at a specific time and is subject to change as the demands of the business and the role develop. The role requires flexibility and adaptability and the employees of the company need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

KNOWLEDGE/EXPERIENCE REQUIRED	Essential	Desired
Qualification in Training e.g. DTLLS/PGCE/L5 DET/Occupational Competency	X	
IAG qualification at least level 3 or working towards		X
Knowledge of QCF Vocational Qualifications	X	
Experience of developing curriculum, delivering and assessing	X	
Assessor Award	X	
Monitor and Review Progress	X	
Effective use of Laser E-Portfolios	X	
Awareness of health & safety risk assessment		X
Working to a scheme of work	X	
Framework for Excellence, SAR and other quality improvement cycles	X	
Knowledge of equal opportunities and diversity issues	X	
Evaluation of learning	X	
Assessing impact of interventions	X	

SKILLS REQUIRED	Essential	Desired
Good communication at all levels (from client to management), both written and verbal	X	
Writing lesson plans	X	
Providing constructive feedback to learners	X	
Experience of building effective relationships internally and externally	X	
Transferable skills: Creative thinking, problem solving, planning, analysing, organisation and time management	X	
Ability to engage and motivate others	X	
Literacy and numeracy	X	
IT literate, including Laptop for mobile learning	X	
Confident use of visual aids	X	
Marking assessment to set criteria/standards	X	
Conducting skills for life assessment	X	

PERSONAL CHARACTERISTICS/ATTITUDE REQUIRED	Essential	Desired
Willingness to travel across London	X	
Punctual, professional, with good attendance	X	
Positive approach to personal development	X	
Proactive attitude	X	
Smart appearance	X	
Friendly	X	
Desire to make a difference to learners' future prosperity	X	
Sense of fun, humour and possess an engaging manner	X	

Ability to work on own initiative	X	
Ability to work to strict deadlines	X	
Ability to work on own, or part of a team	X	
Organised and Client focused	X	
Flexible in approach to other requirements/tasks	X	

VALUES	Specification	Essential	Desirable
Person-centred Working	Demonstrates personal commitment and passion for enabling people to achieve. Has understanding and experience of using Person-Centred Approaches.	X	
Commitment to people who are at risk of exclusion	Demonstrates a strong commitment and ability to encourage and enable people who need support	X	
Commitment to Equality Diversity & Inclusion	Demonstrates a strong commitment to equality and respect for individuals regardless of their disabilities.	X	
Ability to work in a diverse Community	Understanding, commitment and experience of working in culturally diverse communities.	X	

WORK ENVIRONMENT

The post holder will be required to travel frequently across the London Boroughs. Occasional travel to support other Assessors may be required. Flexible working is required with occasional evening and weekend working. Home-working may be suitable.

The post holder will have access to a fully supported office in Deptford (London, Lewisham) where a hot desking environment is run. You will also have access to MISDC corporate office in Brixton.

The post holder will be provided with all the necessary equipment to undertake the role which includes IT equipment.

The post holder will be supported with at least 30 hours continuous professional development per annum and relevant membership to awarding organisation as registered tutors/assessors.

Conditions of Employment

- Probationary period of 3 months.