

## ELECTRICAL APPRENTICE TRAINER / ASSESSOR

### JOB DESCRIPTION

**Job Title** Electrical Apprentice Trainer/Assessor

**Responsible To** Electrical Curriculum Leader

#### Main Purpose Of Job

Delivering Electrotechnical Apprenticeship training to apprentices, primarily at our Portchester centre (with some flexibility to travel to our Burgess Hill centre), having regard for the requirements of ESFA-funded programmes and awarding organisation requirements.

#### Key Responsibilities & Accountabilities

- 4 day teaching/assessing commitment for own Apprentice groups (1 day is prep)
- Plan and maintain the Scheme of Work and Lesson Plans for nominated groups
- Use lesson plans to suit the scheme of work and work on correct version, including assignments
- Ensure onsite assessments are carried out in line with agreed plan, to include Health & Safety reviews if required, whilst on site
- Attend Training Team meetings as required
- Work with apprentices to ensure progress is in line with agreed milestones
- Provide on course Advice and Guidance
- Ensure Progress Reviews meet the requirements of Ofsted and funding contract
- Complete the sections in the course folders issued by the Apprenticeship Administration team
- Liaise with Employers as appropriate regarding the progress of their apprentices
- Participate in training and CPD activity as agreed with Line Manager
- Ensure that all Safeguarding and disciplinary issues are dealt with in accordance with policies and procedures and are notified to Curriculum Leader

## PERSON SPECIFICATION

### Qualifications, knowledge and experience

#### Essential:

- Level 3 Electrical qualification
- Minimum 3 years' in the industry with experience in the Electrical field
- Current and up to date knowledge of regulatory standards

#### Desirable:

- A1 or TAQA equivalent
- PTLLS, Cert. Ed., DTLLS or equivalent
- 5 years+ in the industry (a time served apprentice) with wide ranging experience in both domestic and commercial fields
- Experience of Electrical programme delivery within a college or training organisation in either a part or full time role at course tutor level
- Understanding of the regulatory framework for Apprenticeship delivery including the role of Ofsted, Standards setting bodies and funding routes

### Person profile

**Personality/Attributes:** Self-motivated, enthusiastic, professional, flexible, approachable, assertive, dedicated.

**Work skills:** Essential: Strong verbal communication skills, well-organised, willing to support others, mentoring skills, functional ICT skills, team player

Desirable: Strong written communication skills