



## Job Description

Job title:	<b>Clinical Trainer Assessor</b>
Responsible to:	Operations Manager
Hours:	Full or part-time considered
Salary:	£21,920 to £25,336 p.a. depending on experience
Location:	Covering the Coventry and Warwickshire area with some travel to our Nottingham office. Must be flexible to work evening and weekend hours as and when required.

## Background

Access Training is a well-established leading training organisation working in and around the city of Nottingham and the Midlands. We provide a range of employment related training including Full Time Programmes, Apprenticeships, Advanced Apprenticeships, 24+ Loans and work experience opportunities for adults and young people from diverse backgrounds, that will enhance individuals' employment potential and qualifications. In our most recent Ofsted inspection we retained our "Good" rating and we are continuously developing and improving our provision.

## Main purpose:

- Engage with hospitals and other employers to support learners throughout their training in Clinical (to ideally include maternity) by reviewing and assessing their progress and ensuring they attend appropriate off the job training.
- To meet the needs of learners from a wide range of backgrounds, ensuring they maximise their potential and achieve the skills, knowledge and competence required to succeed in their role and achieve a relevant qualification.
- To raise the achievement of all learners, reinforcing the company's high expectations of learners regardless of their level and results. To ensure that they have stretching targets which maintain their motivation, are focused on the challenges ahead and to encourage lifelong learning.
- To challenge all practices and procedures within own role and throughout the organisation, to contribute to and ensure continuous improvement and quality.

## Key responsibilities

- To review and record learners' progress in the work place and off the job, discussing and setting targets with the learner, the employer and others included in the learning process. To ensure the learners' progress is in line with the other components of their qualification and learner journey.
- To work with learners and their host organisation to identify training needs and to produce and update Individual Learner Journeys.

- To facilitate the necessary training for learners to achieve relevant qualifications and provide guidance, support and coaching.
- To prepare and develop outstanding and innovative lesson plans using ICT where relevant to meet the needs of a diverse range of learners and to design and to deliver group activities that motivate learners to aspire and achieve and prepare to work.
- To complete the necessary paperwork to both the company standards and those required in our contractual obligations with the ESFA and other agencies. To keep accurate records of assessments, planning Internal Quality Assurance and other documentation required by awarding bodies.
- To work with learners in conjunction with the English, Maths & ICT Trainers towards the achievement of Maths, English and ICT qualifications.
- To utilise technology efficiently and effectively throughout the learner journey.
- To undertake duties for colleagues as and when appropriate.
- Ensure all aspects of Equality & Diversity within the Clinical qualification are delivered and keep up to date by attending any training and updates of Clinical legislation.

### **Other duties**

- To ensure that Equality and Diversity practices are embedded in practice and promoted throughout in everyday practices with learners, employers, colleagues and other interested parties.
- To contribute to the generation of new opportunities/business in general, ensuring that our provision reflects local communities.
- To keep up to date with changes and to take advantage of learning opportunities to develop skills, expertise and knowledge.
- To undertake any other duties/projects relevant to the post.
- To comply with Access Training's Equality Opportunity, Health & Safety and Safeguarding policies ensuring that any issues are handled and referred appropriately.

**NB. The above job description sets out the main responsibilities for this position but should not be regarded as an exhaustive list of the duties that may be required of the post holder.**

**“Access Training is an inspiring learning provider, passionate about quality and success for all”**



## Clinical Trainer Assessor Person Specification

### Applicants must have:

- Recent, up to date and relevant occupational experience in Clinical, to ideally include maternity but we may consider applicants without
- Willing to undertake an assessor qualification if not already held
- Driving licence and own transport that will allow you to carry around resources and portfolios where necessary

### Applicants will ideally have:

- TAQA assessor award or equivalent
- Some experience of training or assessing
- IQA award
- Experience of guiding and supporting people

### Applicants must have the ability to:

- Be able to manage own diary in an efficient and organised manner. Be aware of business needs and maintain a focus on timely and effective achievement of targets.
- Manage a diverse caseload; delivering in a variety of employers' environments and locations; whilst maintaining an awareness of the needs of learners, employers and Access Training in terms of meeting targets and achievement.
- To produce Individual Learning Plans, monitor and review individuals and sessions throughout the programme. Be responsive to the needs of learners and be able to adapt the programme, to meet their needs, and ensure that what is proposed effectively addresses issues to ensure their qualification is achieved.
- Commit to the learner group, equality of opportunity in training and the aims of the programme. Have integrity, active listening skills, be innovative, flexible and able to work in a variety of environments, including handling pressures such as on occasions, disruptive or distressed people.
- Plan, produce lesson plans and deliver training sessions which will motivate, develop, stimulate and maintain the interest of mixed ability learners.
- Work as part of a team, able to liaise with departmental and other colleagues and help others when required. This will include liaising with employers and Awarding Bodies.



## Conditions of Service

Post:	<b>Clinical Trainer Assessor</b>
Location:	Covering the Coventry and Warwickshire area with some travel to our Nottingham office
Hours:	Full or part-time considered
Salary:	£21,920 to £25,336 p.a. depending on experience
Method of payment:	Salaries are paid monthly, generally the 25 <sup>th</sup> of the month, into a Bank or Building Society of your choice.
Annual leave:	For full-time, 26 days per full year, of which management reserve the right to dictate when up to 4 of them will be taken. Part time staff have pro rata entitlement to annual leave and Bank Holidays. Any holidays already planned will be honoured where possible – however, where they exceed entitlement, they will generally need to be taken without pay.
Holiday year:	August to July
Statutory/privilege:	8 days per year for full time
Probationary period:	Six months
Sickness:	Access Training has a sick pay scheme, following the satisfactory completion of probation.
Travel	Access Training reimburses Casual Car User Allowance / Essential Car User Allowance and Bicycle User Allowance at the rate set by Access Training.
Disclosure & Barring Service	Posts in regulated activity with Access Training are subject to checks with the Disclosure & Barring Service and as such, this post will require a check.
Workplace Pension:	Auto-enrolment into the NEST pension scheme after 3 months' service. Current contributions are 2.4% employee, 0.6% government, 2.0% employer. By April 2019, this will be 4.0% employee, 1.0% government, 3.0% employer.
Right to work in the UK:	Documentation required to check eligibility