



Job Description

Job title:	Housing Trainer Assessor
Responsible to:	Business Skills Team Leader
Hours:	Full time, 35 hours a week.
Salary:	£24,937 to £28,661 p.a. depending on qualifications and experience.
Location:	Based in Nottingham but hybrid working available

Background

Access Training is a well-established leading training organisation working in and around Nottinghamshire, Derbyshire and Leicestershire. We provide a range of employment related training including Full Time Programmes, Apprenticeships, Employability, Adult Learning 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 in we retained our "Good" rating and we are continuously developing and improving our provision. In November 2021 we were announced winners of the Education and Business Partnership Award at the East Midlands Chambers of Commerce Nottingham Business Awards 2021 for the second year running.

Main purpose:

- Engage with employers to support learners throughout their training in Housing 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 Apprenticeship and delivery plan.
- To work with learners and their employer to identify training needs and to produce and update delivery plans.

- To facilitate the necessary training for learners to achieve relevant qualifications and Apprenticeships and to provide guidance, support and coaching.
- 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 and Maths Trainers towards the achievement of Maths and English qualifications.
- To utilise technology including use of an e-portfolio efficiently and effectively throughout the learner journey.
- To undertake duties for colleagues as and when appropriate.
- Ensure all aspects of Equality & Diversity within the Housing Apprenticeships are delivered and keep up to date by attending any training and updates of Housing 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.

Housing Trainer Assessor Person Specification

Applicants must have:

- Recent, up to date and relevant occupational experience
- A Level 4 Housing qualification
- A minimum of grade C Mathematics and English or Level 2 Functional Skills
- Driving licence and own transport

Applicants will ideally have:

- TAQA assessor award or equivalent (we can consider applicants without this that are willing to work towards the award and have the recent, up to date and relevant experience)
- A Level 5 Housing qualification

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, Awarding Bodies and end-point assessment organisations.



Conditions of Service

Post:	Housing Trainer Assessor
Location:	Based in Nottingham with travel in and around the East Midlands.
Hours:	Full time, 35 hours a week.
Salary:	£24,937 to £28,661 p.a. depending on qualifications and experience.
Location:	Based in Nottingham but hybrid working available
Method of payment:	Salaries are paid monthly, generally the 25 th 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.
Health & Wellbeing:	Fully funded Employee Assistant Programme including Cycle to Work Scheme
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. 4.0% employee, 1.0% government, 3.0% employer.
Right to work in the UK:	Documentation required to check eligibility