

## **Science & Process Trainer/Assessor**

GEN II Engineering & Technology Training Ltd

**Salary:** £26,000-29,000 per annum - dependant on qualifications & experience

**Location:** B111

**Contract:** Full-time

**Closing Date:** Open

The role of the Science Process Trainer/Assessor is to deliver, assess and where necessary offer support to learners engaged in Science & Process Operations up to level 3, in accordance with the awarding body guidelines.

The role will also include the progressive development of Science & Process Operations curriculum and the material associated with its delivery.

The role may also include other tasks as directed by the Training Manager.

The delivery and assessment of Science & Process Operations courses up to level 3.

The development of Science & Process Operations course delivery material and ensuring compliance with awarding body standards.

### **Duties and Responsibilities**

To deliver and assess Science & Process Operations courses up to and including level three.

To develop and maintain the current Science & Process Operations course material including lesson plans and schemes of work for a range of courses.

Assist in assessing, changing curricular needs and offers plans for improvement.

Maintain effective and efficient record keeping procedures. (ILP etc).

To review course content and delivery methods on a regular basis.

Assume responsibility for meeting his/her course and learner performance goals.

To ensure all relevant evidence of learning is accurately and correctly documented and completed for each learner.

Provide feedback and support to learners on a one to one/ group basis.

To assist in the overall development of the training centre.

To assist in the delivery of course material outside of the subject of Science & Process Operations.

To prepare and assist in internal and external audits.

Perform other duties and responsibilities as assigned by the Training Manager.

### **Requirements (Essential)**

Have a minimum of three years Science & Process Operations experience in industry

Hold a minimum of HNC in a Science subject.

Have a sound knowledge of Science & Process Operations principles

Good numeracy, literacy and computer skills

Communicates effectively, both orally, and in writing, with learners, employers and other professionals

Car driver

### **Additional Requirements (Desirable)**

Hold an assessor qualification or be willing to work towards attaining

Hold a recognised teaching qualification or be willing to work towards attaining

Has experience of delivering and developing Science & Process Operations courses

An understanding of the Advanced Apprenticeship Framework and the funding process

Knowledge of alternative teaching/learning options

An intermediate level of understanding of MS office applications

Has experience of Training Needs Analysis and Programme Design

### **Personal Qualities**

Proven ability, maturity and confidence to deal with a diverse range of personnel

Self-starter, able to manage a variety of projects independently

Ability to work on own initiative

Patient and shows control in challenging situations

Can take ownership for problems and assignment to resolution

Shows leadership when appropriate, but is also a good team player

Clear thinking and a simple communicator

**Applications:** Please download an application form at [www.gen2.ac.uk](http://www.gen2.ac.uk) and send to Heidi Clements, Head of HR, Gen2 Training, Blackwood Road, Lillyhall, Workington, Cumbria, CA14 4JJ; Tel 01900 701323; E-mail [heidi.clements@gen2.ac.uk](mailto:heidi.clements@gen2.ac.uk)

**Further Information:** Information on Gen2 is available at [www.gen2.ac.uk](http://www.gen2.ac.uk)