
















FREELANCE HEALTH TUTOR/ASSESSOR

JOB DESCRIPTION

RESPONSIBLE TO: Programme Lead for Health and Health and Social Care.

JOB PURPOSE: To deliver training, assess and verify (where appropriate) employer responsive provision in a variety of health and health and social care environments, to enable candidates to successfully achieve their qualification

SPECIFIC DUTIES:

-  To attend relevant employer and sector groups to raise the profile of the provision.
-  To recruit appropriate candidates for Employer Responsive Training e.g. Apprenticeships in the workplace.
-  To follow recruitment procedures for candidates and ensure that initial assessment is carried out.
-  To carry out Health and Safety audits in the workplace and monitor candidates' health and safety.
-  To ensure the Individual Learning Plan (ILP) is completed, updated and maintained for all candidates in liaison with curriculum staff and employers.
-  To complete ESFA documentation for learners and employers on start of training.
-  To adhere to entry criteria and recruitment procedures for learners and ensure that the results of the learner's initial assessment informs individual learner target setting and is agreed with the employer.
-  To deliver training. Ensure timely completion of qualifications, develop portfolios and support the embedding of Functional Skills.
-  To act as advocate in resolving problems between learners, employers and parents as appropriate and keep employers updated on learner progress.
-  To carry out regular learner reviews as required and update learner files to reflect achievements, including the updating of tracking sheets. Through the review process, set and monitor training targets that effectively link on and off the job training.
-  To develop training materials which will enable the candidate to generate evidence against requirements.
-  To carry out assessments of candidates in the work place in accordance with Awarding Body requirements
-  To ensure the quality of the assessment process by working with Internal Verifiers and attending regular standardisation meetings.
-  To keep accurate records of learner progress and achievement, which are regularly shared with the relevant employer.
-  To keep accurate records of learner attendance which are regularly shared with the relevant employer.

Dynamic Training UK Ltd
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Dynamic Training UK Ltd is a company registered in the United Kingdom of Great Britain & Northern Ireland. Company Reg No. 06374888

Registered office: 173 York Road, Hartlepool, TS26 9EQ

- ▶ To carry out reviews of candidate's progress and achievement within an agreed timescale which are regularly shared with the relevant employer.
- ▶ To attend internal team and other meetings as required.
- ▶ To participate in the course review and evaluation process.

GENERAL DUTIES:

- ▶ Actively promote and market Dynamic Training UK Ltd and present a positive image of the company.
- ▶ Ensure the quality standards and performance measures applying to the work of the section are met and facilitate continuous improvements in all aspects of the post.
- ▶ Undergo any self-development and training as necessary for success in the role.
- ▶ Carry out any duties at all times in accordance with Dynamic Training policies including Equality and Diversity and Health and Safety Policies.
- ▶ Incorporate into the role the philosophy, values and behaviour stated in Dynamic Training UK Ltd Mission and Strategic Plans.
- ▶ Promote within Dynamic Training UK Ltd a positive approach to security and discipline.
- ▶ Undertake any other responsibilities that senior management representative may from time to time require.

CONDITIONS OF SERVICE:

This job description is a guide to the work that you will initially be required to undertake. It may change from time to time, in consultation with you, to meet changing circumstances. It does not form part of your contract of employment.

PERSONAL SPECIFICATION:

Education and qualifications

- ▶ A teaching qualification (Cert Ed/Diploma) or commitment to achieve this within a specified time period
- ▶ A degree level qualification relevant to this area of work (or a minimum Level 5 qualification relevant to this area of work) – which of these is used will depend upon the job we are recruiting for and the level at which people will be delivering.
- ▶ Teaching and assessing qualifications (TAQA, D32,33,34, A/V qualifications)

Experience

At least 3 years of working within the health/health and social care sector.

Teaching Competence and Qualities (Desirable/Essential)

- ▶ Registered Nurse. – Essential
- ▶ To maintain a Personal Development Portfolio, in line NMC Registration -D
- ▶ Driver with clean driving license -E

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- ▶ Sound skills including appropriate assessment methods - E
- ▶ The ability to work with requirements of awarding bodies - E
- ▶ Awareness of current developments in awards and qualifications -D
- ▶ Familiarity with current practises within subject sectors – E
- ▶ Knowledge of functional skills -D
- ▶ Good organisation, administrative and financial abilities, with relevant IT skills including a working knowledge of the following software packages: Word, Excel, PowerPoint, Outlook and Publisher -E
- ▶ An enthusiasm for all aspects of 16+ education and a commitment to the well-being of students -E
- ▶ Sound interpersonal and communication skills -E
- ▶ An understanding of the needs of the Employers within the sector -D

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