

JOB DESCRIPTION

Job Title: Trainer (First Aid)		Grading:
Directorate:	Healthcare, Social Care & First Aid	Reference:
Job Objectives: <ol style="list-style-type: none"> 1. To train students and to undertake associated duties. 2. To engage in quality assurance and quality enhancement activities. 3. To participate in staff development activities. 4. To carry out administrative duties as appropriate. 5. To develop and design course as directed. 6. To participate in the promotion and marketing of courses. 7. To undertake other reasonable duties that may be delegated from time to time by the Line Manager. 		
Reporting to: Head of Curriculum		
Reporting to the position: None.		
Interface with: Students, staff, employers and external agencies.		
Approved by:		Date:
Signature of Post Holder:		Date:

Duties and Responsibilities:

1. To train students and to undertake associated duties.
 - a) To ensure effective enrolment and induction to courses.
 - b) To train students in First Aid.
 - c) To prepare assessment materials in conjunction with relevant staff.
 - d) To develop supplementary learning materials as appropriate.
 - e) To administer and carry out relevant assessment as required and according to relevant assessment regulations.
2. To engage in quality assurance and quality enhancement activities.
 - a) To participate in the monitoring of student satisfaction
 - b) To participate in College Committees as appropriate.
 - c) To contribute to Self-Evaluations.
 - d) To participate in the development of operational plans.
3. To participate in staff development activities.
 - a) To participate in the College's Staff Development and Career Review system.
 - b) To participate in workshops introducing new training materials.
 - c) To familiarise with relevant training materials.
4. To carry out administrative duties as appropriate.
 - a) To deal with student and potential student enquiries.
 - b) To deal with student bookings and resulting.
5. To develop and design courses as directed
 - a) To participate in the design of new courses
6. To participate in the promotion and marketing of courses
 - a) To liaise with relevant external organisations including employers
7. To undertake other reasonable duties that may be delegated from time to time by the Line Manager.