**Employment Skills Trainer**

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| **Responsible to:** | **Foundation Learning Manager** |
| **Responsible for:** | **None** |
| **Grade of post:** | **SO1** |
| **Hours of work:** | **37 hours per week**  |
| **Work location:** | **All sites** |

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| **Job Purpose:** To provide effective delivery of training programmes to learners within the Adults, Community and Employability curriculum which re-engages those who are not in employment or education/training and those with ESOL needs, including assessment, developing deliver plans, materials and supporting learners to progress to further study or employment. |

**Key Duties & Responsibilities**

* To deliver employability training programmes signpost learners to relevant provision, including next steps
* To deliver and assess qualifications (accredited and non-accredited) in line with college IQA and awarding body requirements
* To ensure delivery plans map student’s learning to accredited qualification specifications in line with programme aims
* To use appropriate resources to support training and assessment including delivery plans
* To work across college sites and in community learning environments where required
* To signpost learners to pastoral care and support where required and liaise closely with pastoral support workers to ensure students engage, attend and make expected progress
* To attend review meetings for students and advocate for student progress and achievement
* To ensure learners’ attendance is recorded promptly and accurately
* To be responsible for learners’ on-programme experience and outcomes
* To record learners’ progress on College systems
* To comply with mandatory college CPD
* To actively participate in the college’s staff appraisal process
* To support the initial review of student programme suitability and to initially assess their academic levels

**Other Duties and Responsibilities**

* To carry out all duties in accordance with the College’s Health and Safety, Safeguarding & Equality & Diversity policies and procedures, practices and procedures.
* To carry out any other duties as directed by your Line Manager.

**Safeguarding**

**The College considers that the job holder for this role should have a DBS Enhanced Child and Adult disclosure.**

**Please use the following headings to describe the detail of the duties and responsibilities of the role:**

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| Communication – Oral and written | * To explain ideas and concepts to learners to enable them to develop and evidence employability skills
* To signpost learners to relevant opportunities in the college
* To provide clear written feedback to learners about their progress and record this on College systems
* To provide written and oral feedback on the provision they have delivered and student progress
* Liaise with colleagues to provide information within required timescale and correct format
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| Teamwork & Motivation – internal or external, can be fixed, matrix, project groups | * To produce and use training materials, resources and delivery plans
* To contribute effectively as a team member to ensure team level KPIs are met.
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| Liaison & Networking – Liaison is making and maintaining individual work-related contacts; network is interconnecting group of people (internal and/or external) | * To actively engage with learners, providing information and signposting to relevant opportunities.
* Participate in continual professional development.
* To network with colleagues within the team
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| Service Delivery – customer is anyone receiving services | * To deliver training programmes that meet learners’ and stakeholder needs.
* To deliver and assess qualifications (accredited and non-accredited) in line with college IQA and awarding body requirements
* To carry out initial maths and English assessments
* To signpost learners to pastoral support
* To ensure learners’ attendance is recorded promptly and report non-attendance to team Support Officers.
* To record learners’ progress on College systems
* To provide clear written feedback to learners about their progress and record this on College systems
* To maintain high standards and a professional approach to working with learners, staff and the wider community
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| Decision Making – relates to finance, physical resources, students, staff, and policy | * To report concerns about individual learner participation, progress and commitment and report these to pastoral support worker and (where necessary) the Curriculum Manager
* To report any instances of Safeguarding concerns promptly to Curriculum Manager
* To comply with the College’s health and safety practises and other operational procedures
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| Planning & Organising – financial, capital and people | * To prepare examples of learner work for internal audits and EQA.
* To use delivery plans to meet learner and awarding body requirements.
* To complete learner assessments promptly
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| Initiative & Problem Solving – identifying actual/potential problems, considering/devising solutions, implementing. Consider acting within given boundaries. | * To adjust training sessions to meet learners’ needs including timings and unforeseen incidents.
* To tailor training input to meet individual learners’ needs including reasonable adjustments and tutorials.
* To contribute to standardisation meetings.
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| Investigation & Analysis – includes research | * Establish basic facts affecting learner attendance, participation and outcomes and report as appropriate.
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| Sensory & Physical Demands – uses senses singly or in combination and use of physical skills/ effort | * To carry out basic tasks which need minimal instruction or little/no physical effort
* To use computers and standard software programmes in classroom based and online delivery
* Travels locally
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| Work Environment – conditions under which they work. Risk/H&S | * To work in a stable environment and ensure self-compliance with college H&S policy and procedures.
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| Pastoral Care & Welfare – physical, mental health & wellbeing  | * To signpost learners to College support services
* To notify Co-ordinator of any pastoral support needs that learners may have
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| Team Development – coaching, development of team (not others) | * To receive peer coaching from team members including measuring learner progress, use of college data systems for recording learner attendance and progress.
* To engage in relevant CPD where appropriate
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| Teaching & Learning -Support all types of teaching and learning support outside of immediate work team | * To signpost learners to College support services including IAG
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| Knowledge & Experience – knowledge acquired through education/ qualifications and experience | * To use existing experience and knowledge to perform day-to-day tasks independently.
* To comply with data legislation including GDPR
* To use knowledge of industry/sector experience to enhance delivery to learners.
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**PERSON SPECIFICATION**

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| **Education/Qualifications** | **S/L** | **I** | **A** |
| *Essential:* |  |  |  |
| * Qualified to level 3 within a vocational area or sector
* PTLLS Qualified or prepared to work towards it and achieve it
* Hold English and Maths GCSE Grade C qualification or recognised equivalent
 | **X****X****X****X** | **X****X****X****X** |  |
| *Desirable:* |  |  |  |
| * Experience working with young people with whom English is not their first language
* Experience working with and engaging young people classed as NEET (Not in Education, Employment or Training)
* IOSH Managing Safely / Risk Assessments (Health and Safety related qualifications)
* Relevant short courses eg Food Hygiene, 1st Aid, Risk Assessment, CoSHH
 | **X****X****X** | **X****X****X** | **X****X** |
| **Knowledge and experience** |  |  |  |
| Essential: |  |  |  |
| * Experience of assessing relevant programmes including caseloads
* Proven record of relevant and current vocational experience
* Demonstrable experience of internal and processes with Awarding Bodies
* Knowledge of IT windows based systems i.e. word, excel, PowerPoint
* Proven knowledge of health & safety practices from an assessor/trainer’s point of view
* Training skills / presentation skills
* Strong customer focus – able to articulate when the learner has been put at the centre of all activities
* Good interpersonal and communication skills (written and verbal)
* Able to work flexibly as part of a team and use own initiative
* Excellent organizational and planning skills
* Ability to prioritise and work to deadlines
* Able to use college systems to track learner progress and outcomes
* Proven experience of delivering maths, English, ESOL or ICT
* Proven experience of working with unemployed adults and NEETs
 | **X****X****X****X****X****X****X****X****X****X****X****X****X****X****X** | **X****X****X****X****X****X****X****X****X****X****X****X****X****X****X** | **X** |
| Desirable: |  |  |  |
| * Demonstrable track record to get the best out of students
* Knowledge and experience of delivering outreach provision in the public and private sector
* Knowledge of the Voluntary Sector
* Experience of online delivery and/or supporting young people to engage with online or blended learning content
* Assessor qualification
 | **X****X****X****X** | **X****X****X** |  |
| **Other Requirements** |  |  |  |
| *Essential:* |  |  |  |
| * Clean driving licence and use of car
* Ability to travel to sites where appropriate and when required
* Clean enhanced DBS check
 | **X****X****X** | **X****X****X** |  |
| Desirable: |  |  |  |
| **Safety Critical Role****Subject to Enhanced DBS** |  |  |  |

***S/L = Short Listing I= Interview A=Assessment***