

JOB DESCRIPTION

POST TITLE: Trainer

SCALE/SCALE-POINT: Scale 6 (23 - 26)

POST TITLE: REPORTS TO: Sector Manager or Head of Apprenticeships and Training

RESPONSIBLE FOR: Delivering Apprenticeships Frameworks, Standards and Work Based Learning

1. THE POST

The post holder will work closely with the Sector Manger or Head of Apprenticeships and Training to ensure all programmes are delivered in accordance with the requirements laid out within the ESFA Funding Rules, the college development plan and the Awarding Organisations requirements. You will be responsible for the monitoring of learner retention and achievement as well as ensuring that HCT meet all contractual obligations in relation to quality and equality of opportunity

1. RESPONSIBILITIES AND DUTIES
2. To manage the learning programme and curriculum development of all qualifications delivered within the remit
3. To travel to various locations within the contract areas to deliver training on employers premises where appropriate
4. To write assignments / tasks where appropriated; mark and assess learners work, maintaining records or learner progress via tracking documentation
5. To provide educational and occupational guidance to learners
6. To conduct research where required
7. To develop and deliver quality teaching materials in line with the programme requirements
8. To complete and update schemes of work, lesson plans, timetables and registers for all programmes
9. To ensure Functional Skills and EDI are fully integrated into teaching and learning programmes
10. Carry out and record initial assessments and ongoing assessment of learners needs
11. Deliver outstanding training through creative methods
12. To work flexibly and efficiently to maintain the highest professional standards
13. To support recruitment and employer events

Functional Skills Trainers:

1. To register and claim certificates when required and co-ordinate the Quality Assurance process

**GENERAL RESPONSIBILITIES**

* To identify personal and professional staff development needs to meet the College’s Strategic and Operational Plan.
* To ensure continuous professional development (CPD) requirements as specified by the College (and Awarding Organisations) and that may be identified during College processes, for example Appraisal.
* To participate in the College Appraisal Scheme.
* To be responsible for ensuring that the duties and responsibilities detailed in the College Health and Safety Policy are adhered to and carried out.
* To maintain awareness of the requirements of the College Health and Safety Policy.
* To read and apply the College Safeguarding procedures and to ensure that the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out.
* To read the College Single Equality Scheme and to act in accordance with statutory obligations under the equality duties and in compliance with current Equality and Diversity legislation.
* To ensure adherence to the College Data Protection Policy.
* To work to the College quality standards and systems within the context of the College quality systems.
* To undertake such other duties and responsibilities as are appropriate to this level of post.

**THE PERSON**

**Essential skills and characteristics**

* Full, clean driving licence and daily use of a reliable car
* Level 3 or higher in the qualification being assessed
* 3 years relevant, current occupational competence
* Recognised teaching qualification OR willing to work towards Level 3 Award in Education and Training
* Understanding of competence based training, Functional Skills and Apprenticeship programmes
* Understanding of Awarding Organisation requirements
* Able to work on own initiative
* Able to work a part of a team
* Excellent communication skills
* Excellent organisational skills
* IT literate
* Functional skills at level 2 in maths and English or achievement within 12 months of commencing employment
* Flexible approach to workload in a busy environment

**Desirable skills and characteristics**

* Level 5 Diploma in Education and Training

**TERMS OF EMPLOYMENT**

**Tenure of post**: Permanent

 All year round/Term-time only as agreed

**Hours of work**: Maximum 37 hours per week, pro-rata for part-time, as agreed with your line manager

**Holiday:** 23 holiday days per leave year (1 September to 31 August), plus 8 bank holidays and up to 4 College Closure days. Pro-rata for part-time.

Rising to 25 days per leave year after 5 years continuous service.

**Salary**: From £24,576 up to £26,859 per annum full-time (pro-rata for part time)

**Higher scale:** Scale SO1 to SO2

Scale SO1, scale points 27 to 29 from £27,666 to £29,349

Scale SO2, scale points 30 to 32 from £30,234 to £32,076

Appointment to the higher scale will be based on achieving all of the following:

* Teaching the new apprenticeship standards (over 50% of caseload)
* Level 5 teaching qualification
* A requirement to be proactive in business development in the post holders area of expertise

**Pension:** Local Government Pension Scheme. This is an employee

and employer contributory pension scheme.

**The Henley College is an Equal Opportunities Employer**

**The Henley College is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. This position is subject to a satisfactory Enhanced DBS check.**

July 2018