



## JOB DESCRIPTION

**Post Title:** Training Support Officer (technical area)

**Grade:** N6

**Responsible to:** Head of School

**Job Purpose:** Providing (technical area) skills training and support to learners ensuring that they meet their potential in accordance with their programme aims and individual needs. The main focus of delivery will be the (technical area) vocational element.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To set up, deliver and co-ordinate learning programmes. This will involve setting up learning opportunities internally or externally, programme delivery, regular communication and planning with other stakeholders and aftercare.
- 2 To ensure the general safety and physical well-being of young people on the programme by applying with all fire, health and safety regulations and procedures.
- 3 To provide support for learners in order to identify barriers to learning and/or progression, and to develop strategies for overcoming these.
- 4 To identify and develop suitable work experience opportunities including the completion of all associated documentation including Health & Safety vetting and risk assessment.
- 5 To be responsible for the managing of the workshop area to ensure a safe working environment for the learner.
- 6 To ensure that the appropriate equipment is available and in safe working order. To source new or replacement equipment when necessary.
- 7 To develop and administer accreditation opportunities for learners to fulfil their programme aims and objectives.

- 8 To assess learners in accordance with the awarding bodies' rules, regulations and good practice models.
- 9 To prepare and maintain appropriate records, statistics and files to meet all requirements.
- 10 To liaise with Deputy Head's / Head of School, to ensure agreed programmes are being delivered and that any issues are dealt with quickly and efficiently.
- 11 To liaise, as appropriate, across the trust with regards to (technical area) programme delivery/activities/training.
- 12 To take part in the activities of Trinity Academy New Bridge as directed.
- 13 To be aware and adhere to all financial procedures/processes that may impact on any activities or work undertaken.
- 14 To attend training courses appropriate to the post in order to enhance personal and professional development, as well as to increase the quality of the service delivered.
- 15 To agree work objectives and strategies with the appropriate persons.
- 16 To promote and implement the Trust's Equality Policy in all aspects of employment and service delivery.

You will initially be based at Trinity Academy New Bridge, but there may be a requirement for you to work elsewhere within the Trust.

*Please note:*

*Employees must not communicate confidential information or documents to others who do not have a legitimate right to know. Furthermore, such information which is stored on computer systems must only be disclosed in accordance with the requirements of the GDPR Act May 2018.*

*Employees should not make statements directly to the press or other media without first obtaining the approval of the CEO.*

Signed:

