

Post Title: Employment and Skills Trainer	Director/Service/Sector Education and Skills, Learning and Skills Service, Employability Team,		Office Use
Grade Band 6	Workplace: Wansbeck Workspace , Ashington		JE ref: 3730 HRMS ref:
Responsible to: Business and Integration Manager .3362	Date: September 2020	Manager Level:	
Job Purpose:			
<p>An Employment & Skills Trainer delivers training and support to Employment Programme participants including IAG, advocacy and signposting. They are responsible for promoting training and identifying the training needs of Learners and/or the needs of Employers or Employment programme specifications. Responsible for delivering training; assessing against relevant criteria on accredited qualification delivery; evaluating outcomes and providing follow-up support. An Employment & Skills Trainer will use a variety of training skills and activities to engage and empower Learners to progress them to achieve sustainable employment. Courses delivered will meet employment programme specifications to prepare customers for work and includes delivering up to date employment skills including digital employability courses and also softer skills support to those furthest away from the labour market including mindfulness, money management and health and wellbeing sessions.</p>			
Resources	Staff	To supervise teaching support assistants in the classroom	
	Finance	Responsible for allocating discretionary payments to clients usually sub £250	
	Physical	Preparation and closedown of classroom and other learning environments. Handling and set up of specialist practical equipment, resources and materials as determined by the course. Laptop, mobile phone and client data	
	Clients	Learners and unemployed jobseekers and residents. Prime Providers, Stakeholders, other public sector agencies, voluntary sector organisations, Employers, Health and support service providers, centre staff and Education Leads. Ensure health and safety and safeguarding at all times.	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. Design and manage training timetables with the Business Manager and Education Lead based on programme, Prime Provider and Learner needs. 2. Preparation of course descriptions, schemes of work, lesson plans and associated resources and materials. 3. To prepare schemes of work, lesson plans and associated materials taking into account the needs of individual learners, the need to promote English and maths across every curriculum area, and the promotion of health and safety, equality, diversity, safeguarding, sustainability British values and Prevent. 4. Provide information, advice and guidance to prospective learners on the suitability of courses and on employability issues connected to finding and sustaining work 5. Develop and maintain a wide knowledge of Local Labour Market Intelligence and opportunities for clients 6. Coach, support, motivate a small caseload of learners preparing them with job seeking skills and training for job interviews focussing on their abilities and transferable skills including providing digital job search support 7. To carry out initial assessment of learners skills, interests and aptitudes and devise individual learning plans liaising with Employment coaches to ensure learning and personal goals are achievable and complement employment action plans. 			

8. To deliver good or outstanding teaching and learning, using innovative methods and e-learning and taking into account the needs of individual learners and support them to achieve their goals.
9. To plan for and deliver additional learning support, personalised learning, to adjust teaching strategies to deal with individual learner needs.
10. To implement assessment procedures that review and assess formative and summative progress of the learner and where appropriate to review learner's progress with Employment coaches or stakeholders
11. To prepare for internal and external moderation and verification, with attendance at moderation and verification meetings.
12. To maintain quality assurance records including course records and reviews, CRM information, personal learner and employment records, caseload reviews, group profiles and any other documentation as directed by the service, subject lead or Prime Provider
13. Complete all learner data requirements required including those associated with enrolments, learner agreements, attendance, withdrawals, completion, destinations and impact of learning.
14. Attend team meetings and other appropriate meetings as required including standardisation meetings or Prime Provider meetings
15. To contribute to the self-assessment process and business improvement planning including contribution of views and evidence to support judgements against the Education Inspection Framework
16. Participate in the Observation of Teaching, Learning and Assessment process and respond proactively to feedback and make improvements to teaching as directed.
17. To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Northumberland County Council and relevant legislation. To risk assess learning activities and for work based learning lecturers, to carry out health and safety monitoring of workplaces.
18. To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults
19. To be committed to equal opportunities and to comply with the County Council's diversity and equality policies.
20. Be committed to maintaining personal Continuous Professional Development making full use of training and development opportunities identified through appraisal, Prime Provider needs and observations.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

<p>Transport requirements: Working patterns: Working conditions:</p>	<p>The post may involve travel between centres and to employer and Prime Provider premises Regular day time and evening working. Some weekend working. Classrooms, workshops, employer's premises or in community venues. May involve long periods standing. May involve manual handling, lifting, carrying and erecting of resources. May involve some lone working before and after classes.</p>
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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Minimum level 3 qualification in appropriate subject area • Recognised Post 16 Teaching Qualification or commitment to obtain • Cert Ed or equivalent within two years • Vocational qualifications or CPD must demonstrated relevant and up-to-date knowledge of the subject area • Good knowledge of Education Inspection Framework • Good knowledge of the operational, procedural and practical issues relating to the service 	IT Qualification Understanding of Welfare to Work employment support programmes	A, I
Experience		
<p>Significant teaching experience working with client groups which may include incapacity benefit claimants, single parents, those with criminal records, mental health groups, ex-services, specific ethnic minority or faith groups and those with specific disabilities.</p> <ul style="list-style-type: none"> • Experience of working in a fast paced, performance target driven environment. • Experience of supporting people into work • Experience of following a quality assurance framework • Experience of using E-Learning Technologies • Experience of delivering a range of appropriate qualifications within the subject area and sound understanding of awarding body requirements 	<ul style="list-style-type: none"> • Direct previous experience of a similar role. Roles considered to be similar include the role of trainer on a welfare to work contract or publicly funded services. • Experience of using virtual learning environments (VLE) and maintaining own resources on a VLE • Experience of monitoring the health and safety of learning environments and work places to ensure safety of learners • Experience of assessing learners through a range of methods including professional discussion, observation, witness testimony and performance evidence 	A, R, I
Skills and competencies		
<ul style="list-style-type: none"> • Good or outstanding teacher who is willing to share good practice, has innovative and effective teaching strategies to improve understanding and skills levels • Able to identify and address the differing needs of a wide range of learners • Able to use a range of teaching materials and resources • Good Digital, administrative and organisational skills 		A, R, I, P

<ul style="list-style-type: none"> • Able to develop effective relationships and motivate groups of learners • Good oral and written skills • Effective planning skills to deliver programmes of support • Ability to work to deadlines • Ability to work with minimal supervision, often out-of-hours 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Able to work to tight deadlines • Able to work in a challenging and changing environment • Able to work with learners who might exhibit challenging behaviour • Able to move, erect and dismantle training equipment and resources • Physical skills to lead sessions with learners and demonstrate technique, safe practices etc requiring both precision and dexterity • Able to maintain attention on learner groups for continuous periods of up to three hours 		I
Other		
<ul style="list-style-type: none"> • Able to meet the transport requirements of the post • Able to obtain a satisfactory DBS clearance • Ability to meet any manual handling requirements of the post relevant to the subject area • Committed to equal opportunities and diversity within the learning environment • Committed to health and safety 	<ul style="list-style-type: none"> • Full UK driving licence and access to a vehicle for business purposes 	I

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits