

Role Profile

ROLE PROFILE

Position Title: Apprenticeship Trainer	Function: Operations Division: Apprenticeships
Reports to: Operations & Delivery Manager	Position Level/Grade: Trainer DC1.4 – DC1.12
Location: Home Based	Salary/ Salary Band: £28,000 - £32,000
Hours of work: Full Time 37.5 per week	Date of Profile creation/revision: February 2022

Background / Purpose of Role

To effectively manage a caseload of Apprenticeship learners to successfully achieve and exceed targets. You will be experienced at designing and delivering teaching, learning and assessment sessions which motivate, engage, develop, improve, stretch, and challenge the knowledge, skills and behaviours required for the job role and Standard.

You will provide support and mentoring which gives learners the confidence to progress and excel in their careers, and employers the confidence that we understand the needs of their business.

Your main place of work will be Complete Training Solutions. However, the role will be hybrid with flexibilities around working from home which will be agreed locally with your line manager, the Head of Provision in line with business needs. You may also be required to visit apprentices' workplaces to conduct learner related activities.

Within your role you will perform the necessary duties expected of a Trainer following identified processes and procedures. It is the responsibility of the trainer, to ensure audit compliance is maintained throughout all areas of their work.

Complete Skills Solutions strives to have a reputation for consistently delivering and maintaining best-practice performance standards in all its teaching, learning and assessment provision, with success of its learners the primary goal.

Key Accountabilities & Responsibilities

Core Competencies:

- Maintaining a caseload of learners to meet retention and achievement targets
- Designing and developing outstanding teaching, learning and assessment
- Keeping accurate records; monitoring and reporting on learner performance
- Effectively utilise the e-portfolio system (Smart Assessor or OneFile)
- Providing feedback which offers stretch, challenge, and progression opportunities
- Keeping up to date with sector trends and ensuring delivery meets expectations
- Attending Standardisation meetings
- Engaging with employers and ensuring they are fully involved in Apprenticeship Programmes
- Ensuring learners are well prepared for EPA

Role Profile

- Ability to engage learners to undertake learning programmes that support and develop their ambition
- Solves problems makes effective decisions and improves how services are delivered
- Communicates effectively with a range of stakeholders both internal and external in a professional manner using the most appropriate effective medium.
- Promotes equality of opportunity and diversity in own area of work. Promotes safeguarding, wellbeing, British values and Prevent agenda effectively with all stakeholders
- Manages time effectively for planning, delivery, assessment, and day to day activities, demonstrates effective calendar management
- Responds appropriately to customer needs and has a strong professional relationship with both learners and employers, and acts as an ambassador for Complete Skills Solutions in all undertakings as an employee of the business

Main Duties:

- Build relationships with stakeholders to ensure regular and routine access to potential learner cohorts
- Maintain regular contact with those potential learners
- Maintain all associated paperwork and tracking records of learner engagement
- To carry out delivery and assessments in own areas of expertise to the awarding body standards
- To keep and maintain online records as necessary for the tracking of learner attendance, assessment, and achievement and for the purposes of external validation and moderation as required by external organisations
- Carry out required delivery and assessment planning and recording assessment decisions ensuring programme deadlines are met and completed prior to the learner's course end date
- Work with learners, colleagues, managers, and external organisations to ensure that the full range of learner needs are met
- To be aware of internal and external delivery and assessment procedures and play an appropriate part in their implementation
- Adhere to and achieve KPI targets set by management linking to new enrolments and progressions for existing learners:
- To contribute fully to the mission and values statement of the organisation ensuring its effective implementation in all aspects of the business
- To contribute to the strategic objectives of the curriculum area and to actively engage in the annual Quality Improvement Plan and audit
- To be aware of national developments in the subject area and update knowledge and skills on an ongoing basis
- Ensure all areas of work comply with identified audit requirements
- To attend and contribute fully to team meetings and standardisation meetings
- Play an active role in the internal verification process of the curriculum area
- Promote the Complete Skills Solutions brand in line with the company's vision, mission, values, and principles
- Have the ability to work well within a team and equally well individually
- To review own professional development needs and to participate fully in future training and development
- Maximise potential growth and/or progression opportunities within existing area of work to achieve company KPI targets

Role Profile

- Undertake any other duties that may be reasonably required, commensurate with grade and scope of this post and agreed with the relevant line manager.

Professional Practice and values

- Share good practice with others through the organisation and engage in continuing professional development on a personal level
- Evaluate own contribution to the organisation's quality cycle

Main relationships (internal & external)

- Learners
- Employers
- Stakeholders
- Delivery Manager
- Administration Team
- Peers
- Quality Team
- Third party organisations including awarding bodies, external contractors, educational establishments, etc.

Essential Job Knowledge, Skills, Education & Experience relevant to the role:

- Minimum 2 years' experience within a teaching, learning and/or assessment role, delivering Apprenticeship Frameworks and/or Standards
- Appropriate Level 3 qualification in main subject area of expertise
- Assessors Award A1 CAVA/A1/D32 qualified
- Relevant recent occupational experience
- Innovative approach to learning with ideas which promote engagement
- Exceptional customer service skills and a real team player
- Enthusiastic and professional manner
- Flexible approach
- Experience of Assessing and Functional Skills delivery
- Demonstrable commitment to equality of opportunity
- Excellent computer literacy skills
- Passionate about teaching and learning and continuous improvement
- Full UK driving licence and access to own car

Role Profile

Desirable Job Knowledge, Skills, Education & Experience relevant to the role:

- PTLLS or higher teaching qualification
- Internal Verifiers Award V1
- Experience of Ofsted/Matrix inspection
- Experience of working for a Private Training Provider or FE/HE Establishment
- Experience of meeting audit expectations (e.g. ESFA)
- Health and Safety Workplace Risk Assessments
- Knowledge of national and local initiatives to improve standards
- Willingness & ability to embrace new methods of teaching to deliver best learning to different learner groups

Essential Personal Attributes & Competencies relevant to the role:

- Self-motivated with an ability to work productively
- Effective organisational skills
- Sound knowledge of current best practice
- Effective communication and liaison skills
- Experience of having worked as part of a team
- Level 2 qualification in English and Maths
- Ability to manage to tight deadlines & conflicting priorities
- Excellent communication, relationship management & influencing skills

This version completed by:

Name: I. Green

Position: Chief Executive

Date: Jun 2020

Complete Skills Solutions is actively seeking to reflect the richness and diversity of our communities in the makeup of our team. All employees have a responsibility to carry out the duties of the post in line with the public-sector equality duty and our commitment to promote and advance equality of opportunity within the business.

Due to the changing nature of our work, this job role description serves as a framework to outline the main areas of responsibility. You may be required to undertake other activities of a similar nature that fall within the remit of your area of work.