



JOB DESCRIPTION

JOB TITLE:	E2E/PROGRESSION PATHWAY (FOUNDATION LEARNING) TRAINING OFFICER
RESPONSIBLE TO:	E2E Progression Planning Team Leader
SALARY:	£18,540 to £23,820 p.a. (pro rata for part time). Depending on qualifications
HOURS OF WORK:	Full or part time considered
LOCATIONS:	Nottingham

MAIN PURPOSE:

To deliver a programme designed to improve Personal Development, literacy and numeracy, career prospects and motivation of young people from diverse backgrounds through group work, structured sessions, enrichment and other innovative activities to achieve nationally recognised qualifications and suitable progression.

To raise the achievement of all learners, reinforcing the company's high expectations of learners regardless of their level and results. To ensure that they have stretching targets which maintain their motivation, are focused on the challenges ahead and to encourage life long learning.

To challenge all practices and procedures within own role and throughout the organisation, to contribute to and ensure continuous improvement and quality.

KEY RESPONSIBILITIES:

- ◆ To develop and prepare innovative lesson plans, design and deliver group activities, to include fit for purpose resources.
- ◆ To assist with the planning and delivery of the induction programme, which identifies individual needs, preferred approaches and activities, prior abilities and knowledge. To work with learners to agree and set realistic targets ensuring learners are provided with relevant information regarding the aims, objectives and activities of the programme.
- ◆ To lead structured sessions to develop personal skills, identify individual needs and deliver appropriate sessions to meet the learners needs to assist with progression.
- ◆ To be responsible for a given caseload of learners in terms of monthly reviews, placement opportunities and progressions in accordance with all contractual requirements and to meet target requirements for positive outcomes.

- ◆ To assess, review and record learners' progress at Access Training and during other activities and work placements. To ensure learner reviews are carried out at least 4 weekly with all interested parties.
- ◆ To maintain accurate and up to date attendance records.
- ◆ To achieve required outcomes from learning to meet the requirements of the Foundation Learning / Progression Pathway to achieve positive destinations for learners.
- ◆ To work on other appropriate E2E Progression Pathway programmes and at other delivery sites when required.
- ◆ To comply with Access Training's rules, policies and procedures. To work within other areas as necessary and to carry out other duties compatible with the post.
- ◆ To attend and contribute to team meetings and be proactive in achieving the targets of the department's action plan.
- ◆ To be suitably professionally qualified to meet Access Training's and legislative requirements.
- ◆ To maintain a safe and suitable learning environment at all times, meeting the learner needs and that of foundation learning.
- ◆ To organise a range of appropriate enrichment activities to aid personal development of learners.
- ◆ To work to the quality standards and process requirements by Access Training and Awarding Bodies, attending Standardization meetings when required.

OTHER RESPONSIBILITIES

- To contribute to the generation of new opportunities/business in general and to participate in marketing activities for all Access Training's programmes.
- To keep up to date with changes and to take advantage of learning opportunities to develop skills, expertise and knowledge.
- To undertake any other duties/projects relevant to the post.
- To comply with Access Training's Equality Opportunity, Health & Safety and Safeguarding policies ensuring that any issues are handled and referred appropriately.

To apply:

Visit www.atem.co.uk for full details and to download an application pack. Alternatively, you can call 0115 9587257 to request for an application pack to be sent by post or visit us at Access Training, Cawley House, 96 Cliff Road, Nottingham, NG1 1GW.

CLOSING DATE: TUESDAY 9TH MARCH 2010

INTERVIEWS: TBC

**PLEASE NOTE THAT THIS IS A RE-ADVERTISED POSITION
THEREFORE APPLICATIONS FROM CANDIDATES THAT HAVE
PREVIOUSLY APPLIED WILL NOT BE CONSIDERED**

access training

PERSON SPECIFICATION

E2E/ PROGRESSION PATHWAY (FOUNDATION LEARNING) TRAINING OFFICER

Applicants must:

- ◆ Have experience in working with disadvantaged young people (aged 16+).
- ◆ Hold or be willing to undertake a basic teaching or training qualification
- ◆ Have a working knowledge of Personal Development programmes
- ◆ Have an understanding of issues affecting young people
- ◆ Have a driving licence and own transport
- ◆ Have good levels of literacy and numeracy
- ◆ A qualification in Equality & Diversity or a willingness to work towards one
- ◆ To have undertaken/willing to undertake relevant Safeguarding training.

The following would be helpful:

- ◆ Experience in delivery of adult literacy and numeracy (Skills for Life initiative)
- ◆ Basic teaching or training qualification
- ◆ Qualification in counselling or youth work

Applicants must have the ability to:

- ◆ Lead groups (of up to 10), young people to develop their personal skills, increase their motivation and improve their prospects into further education, training or work. This will include delivering a number of Personal Development activities such as independent living skills, drug/alcohol awareness, equal opportunities, team building and communication along with using state of the art ICT media technology to produce videos of learner projects.
- ◆ Lead structured sessions as well as being able to focus on the needs of individuals during induction and throughout the programme. To produce Development Plans, monitor and review individuals and sessions throughout the programme. Responsive to needs of learners and able to adapt the programme to meet their needs and ensure that what is proposed effectively addresses issues. Will need to liaise and network effectively with various careers, youth, probation and other supporting agencies and keep own labour market knowledge up to date.
- ◆ Committed to the learner group, equality of opportunity in training and in the workplace and the aims of the programme. Have integrity, be innovative, flexible and able to work in a challenging environment including handling pressures such as on occasions, disruptive or distressed clients.
- ◆ Communicate with young people with a variety of needs and problems. Possess active listening skills and ensure that everyone participates in communicating by encouraging others to share their views.
- ◆ Organise own workload, to include the development of lesson plans and innovative resources, keep accurate records and reports and build in time for regular monitoring and formal reviews.
- ◆ Be able to manage own diary in an effective manner.



CONDITIONS OF SERVICE

POST:	E2E PROGRESSION/ PATHWAY (FOUNDATION LEARNING) TRAINING OFFICER
BASED AT:	Cawley House, Nottingham
SALARY:	£18,540 to £23,820 p.a. depending on qualifications.
METHOD OF PAYMENT:	Salaries are paid monthly, generally the 25 th of the month, into a Bank or Building Society of your choice.
ANNUAL LEAVE:	For full-time, 26 days per full year, of which management reserve the right to dictate when up to 4 of them will be taken. Part time staff have pro rata entitlement to annual leave and Bank Holidays. Any holidays already planned will be honoured where possible – however, where they exceed entitlement, they will generally need to be taken without pay.
HOURS:	Full time.
HOLIDAY YEAR:	January to end of December
STATUTORY/PRIVILEGE:	8 days per year for full time. (Pro rata for part time)
PROBATIONARY PERIOD:	Six months
SICKNESS:	Access Training has a sick pay scheme, following the satisfactory completion of probation.
TRAVEL	Access Training reimburses Casual Car User Allowance/Essential Car User Allowance and Bicycle User Allowance at the rate set by Access Training.
CRIMINAL RECORDS BUREAU	All posts with Access Training are subject to checks with the Criminal Records Bureau and will be subject to Independent Safeguarding Authority registration.
RIGHT TO WORK IN UK:	Documentation required to check eligibility.