



Job Description

Job title:	Skills for Life & Work Trainer
Responsible to:	Skills for Life & Work Manager
Salary:	£19,310 to £24,710 p.a (pro rata for part time), dependant on qualifications.
Hours:	Full or part time considered
Location:	Based in Nottingham, involves working around Notts, Derbys & Leics.

Background

Access Training is a well-established, leading training organisation working in Nottinghamshire, Derbyshire and Leicestershire. We provide a range of employment related training including Apprenticeships, Advanced Apprenticeships, NVQs and work experience opportunities for young people that will enhance individuals' employment potential and qualifications.

Main purpose of the job

To deliver a programme designed to improve Personal Development, English, Mathematics, ICT, career prospects and motivation of people from diverse backgrounds, both in-house and in the workplace encompassing Foundation Learning, 16-18 and 19+. This can be achieved 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 plan and deliver training to learners that identifies individual learning needs, preferred approaches and prior skills and knowledge, to ensure maximum impact. This will include in-house training, workplace sessions and 1:1 coaching where necessary. To make good and effective use of ICT.
- If qualified/experienced to do so, deliver and assess Administration.
- To achieve required outcomes in relation to literacy, numeracy, Key/Functional Skills in English, Mathematics and ICT from Entry Level to Level 2, as per targets set.

- To diagnose learners' literacy, numeracy and ICT needs and requirements by using various teaching aids.
- To prepare and develop innovative lesson plans, design and deliver group activities and individual support, which enhances learning, development and achievement of qualifications, to include reviewing and setting agreed targets for the achievement of contracts.
- 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 reviews on an agreed timescale, placement opportunities and progressions in accordance with all contractual requirements and to meet target requirements for positive outcomes.
- To liaise with placement providers/employers, assessors and other training advisers (as appropriate) to ensure that learners are motivated to continue with their programme and achieve their qualifications.
- To maintain both paper based and electronic assessment records and quality processes as required by Access Training to meet needs of any contractual arrangement and awarding bodies. Also to keep accurate records of all learners' progress towards their qualification and attendance.
- To be suitably professionally qualified to meet Access Training's and legislative requirements.
- To ensure all required paperwork is scanned in a maximum of 5 days and internal systems kept up to date.
- To ensure that learners have adequate supervision and support at all times.
- To be responsible for relevant examination and administrative procedures. To have full knowledge of the on-line Registration and Assessment process and ensure these are carried out in a timely fashion.
- To keep up to date with all changes in qualifications and adapt delivery accordingly.
- To attend and contribute to team meetings and be proactive in achieving the targets of the department's action plan.
- 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 duties

- 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 comply with Access Training's Equality Opportunity, Health & Safety and Safeguarding policies ensuring that any issues are handled and referred appropriately.

Send your completed application form to:

Access Training, Human Resources Department, Cawley House, 96 Cliff Road, Nottingham, NG1 1GW. Alternatively, you can submit your application electronically via our website www.atem.co.uk

Closing date: Wednesday 22nd February 2012, 12 noon

Sifting: Wednesday 22nd February 2012

Interviews: Thursday 1st March 2012



Skills for Life & Work Trainer Person Specification

Applicants must have:

- Experience of delivering Literacy, Numeracy and ICT from Entry Level to Level 2
- Hold or be able to achieve the Level 4 teaching qualification and Level 5 subject specialisms.
- Experience of working with, guiding and supporting mixed ability adults and young people.
- Level 3 Literacy and Level 3 Numeracy.
- Level 2 ICT and able to use a variety of packages.
- Driving licence and own transport.
- 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:

- Vocational or training delivery experience in Administration.
- Key Skills qualification.
- Qualification in counselling and/or youth work.

Applicants must have the ability to:

- Plan, produce lesson plans and deliver training sessions which will motivate, develop, stimulate and maintain the interest of mixed ability learners.
- To produce Individual Development Plans, monitor and review individuals and sessions throughout the programme. Be responsive to the needs of learners and be able to adapt the programme, to meet their needs and ensure that what is proposed effectively addresses issues to ensure their literacy and numeracy is developed.
- Commit to the learner group, equality of opportunity in training 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 people.
- Communicate with young people with a variety of needs and problems. Possess active listening skills and ensure everyone participates in communicating by encouraging others to share their views.
- Work as part of a team, able to liaise with departmental and other colleagues and help others when required. This will include liaising with employers.
- Be able to manage own diary in an effective manner.



Conditions of Service

Post:	Skills for Life & Work Trainer
Based at:	Cawley House – Nottingham, involves travelling around Notts, Derbys and Leics.
Salary:	£19,310 to £24,710 p.a. pro rata, 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 or part time considered
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 the UK:	Documentation required to check eligibility