

Job Description

Job title:	Employability Trainer
Salary:	£23,969 to £26,524 p.a. depending on experience
Hours:	Full time. 35 hours a week
Location:	Based in Nottingham, involves regular working at our Derby office and in and around the East Midlands.

Background

Access Training is a well-established leading training organisation working in and around Nottinghamshire, Derbyshire and Leicestershire. We provide a range of employment related training including Full Time Programmes, Apprenticeships, Traineeships, Adult Learning Loans and work experience opportunities for adults and young people from diverse backgrounds, that will enhance individuals' employment potential and qualifications. In our most recent Ofsted inspection in January 2020 we retained our "Good" rating and we are continuously developing and improving our provision.

In 2020 we were announced winners of the Education and Business Partnership Award at the East Midlands Chamber of Commerce Nottingham Business Awards and we have recently been short listed for the same award for 2021, for both Nottinghamshire and Derbyshire.

Main purpose:

- To deliver work readiness skills including customer service, employability (CV, job search etc) and facilitate low level learning in English, Maths and Digital to learners, to improve the career prospects and motivation of people from diverse backgrounds. This can be achieved through group work, structured taught sessions, remote learning, some one-to-one and other innovative activities to achieve recognised qualifications. Sessions will be delivered at both Nottingham and Derby centre, in employer and community-based premises throughout the East Midlands and remotely.
- To support learners to secure positive progressions into employment, Apprenticeships or further education via the use of work coaching and job search skills.
- 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 lifelong learning.
- To be aware of business needs and maintain a focus on timely and effective achievement of targets.
- To challenge all practices and procedures within own role and throughout the organisation, to contribute to and ensure continuous improvement and quality.

Main 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 classroom sessions, some 1:1 coaching and

virtual training where necessary. To make good and effective use of ICT demonstrating active learning.

- To support learners to achieve required outcomes in relation to Employability and other vocational qualifications including Customer Service, basic digital, health and safety etc.
- To be responsible for a given caseload of learners in terms of progression and achievement in accordance with all contractual requirements.
- To liaise with JCP, employers, referral partners (as appropriate) to ensure that learners are motivated to continue with their programme and achieve their qualifications.
- To diagnose learners' English, Maths and digital needs / requirements by using various teaching aids and diagnostic resources including BKSB.
- 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 maintain both paper based and electronic assessment records and quality processes as required by Access Training to meet needs of any contractual arrangements and awarding bodies. Also to keep accurate records of all learners' progress towards their qualification and attendance.
- 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.
- 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 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 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 needs of learners and employers.
- To work to the quality standards and process requirements by Access Training and Awarding Bodies, attending standardisation 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 Trainings activities.

- To follow company procedures and policies including equality of opportunity, health and safety and safeguarding.
- 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.

NB. The above job description sets out the main responsibilities for this position but should not be regarded as an exhaustive list of the duties that may be required of the post holder.

“Access Training is an inspiring learning provider, passionate about quality and success for all”



Employability Trainer Person Specification

Applicants must have:

- Recent and relevant experience of delivering Employability, Customer Service and facilitating English and Maths (up to level 2).
- Hold English and Maths qualifications at level 2 or above
- Experience of working with and supporting mixed ability adults and young people whilst maintaining a focus on business needs
- Experience of dealing with, on occasions, disengaged learners and the classroom management skills to positively engage and motivate them
- Driving licence and own transport.
- Good Microsoft Office knowledge and experience of using.

Applicants will ideally have:

- A recognised teaching qualification at a minimum of level 4.
- Experience of digital delivery

Applicants must have the ability to:

- Be able to manage own diary in an efficient and organised manner. Be aware of business needs and maintain a focus on timely and effective achievement of targets.
- Manage a diverse caseload; delivering in a variety of employers' environments and locations; whilst maintaining an awareness of the needs of learners, employers and Access Training in terms of meeting targets and achievement.
- To produce Individual Learning 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 Employability, Skills for Life and vocational skills are achieved within the timeframe required.
- Commit to the learner group, equality of opportunity in training and the aims of the programme. Have integrity, active listening skills, be innovative, flexible and able to work in a variety of environments, including handling pressures such as on occasions, disruptive or distressed people.
- Plan, produce lesson plans and deliver training sessions which will motivate, develop, stimulate and maintain the interest of mixed ability learners.
- 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 and Awarding Bodies.

Conditions of Service

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Based in:	Based in Nottingham, involves regular working at our Derby office and in and around the East Midlands.
Hours:	Full time, 35 hours a week.
Salary:	£23,969 to £26,524 p.a. depending on experience
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.
Holiday year:	August to July
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.
Disclosure & Barring Service	Posts in regulated activity with Access Training are subject to checks with the Disclosure & Barring Service and as such, this post will require a check.
Workplace Pension:	Auto-enrolment into the NEST pension scheme after 3 months' service. Current contributions are 4.0% employee, 1.0% government, 3.0% employer.
Right to work in the UK:	Documentation required to check eligibility.