

### Job Description

<b>Post:</b>	<b>Professional Construction Training Associate</b>
<b>Salary Grade:</b>	<b>£40K - £45K</b>
<b>Responsible to:</b>	<b>Delivery Leader - Construction</b>

### Key Purpose:

<b>A</b>	To facilitate the continued development of outstanding and innovative professional construction apprenticeship programmes.
<b>B</b>	To deliver outstanding support, guidance and training to professional construction apprentices.
<b>C</b>	To further develop and manage key client relationships to aligned to quality and growth targets
<b>D</b>	To lead on production and presentation of key client reporting demonstrating consistent alignment to contractual agreement and key performance indicators.

<b>1</b>	To understand the Skills Funding Agency funding rules in relation to work based learning, to be aware of and comply with eligibility criteria and to ensure quality of documentation line with internal and external audit requirements.
<b>2</b>	To be responsible for and implement the delivery of comprehensive IAG with learners to ensure suitability and to facilitate initial assessment as required.
<b>3</b>	To create and implement innovative work based learning delivery models, aligned to individual and group needs. This may be through delivery of dynamic group sessions, or one to one sessions.
<b>4</b>	To be responsible for the effective development, delivery and deployment of training and associated apprenticeship standards. Actively developing new initiatives and training methodologies to positively impact learning.
<b>5</b>	To review, with the employer and the learner, the objectives of the standard, negotiating and agreeing the plan and activities needed for the apprentice to meet the standard in full, refining and setting new targets as the apprenticeship progresses.
<b>6</b>	To embed, review and improve the apprentices Maths and English skills working in partnership with the Cross College Functional Skills Delivery Team to ensure stretch and challenge of learner skills and abilities.
<b>7</b>	To deliver to all learners the highest quality training, instruction, guidance and support, working towards outstanding timely achievement and overall success, embedding topics related to Health and Safety, Safeguarding, Prevent, Equality and Diversity and other related Acts.
<b>8</b>	To conduct assessment, evaluation and progress reviews as appropriate using e-portfolio and other ILT processes ensuring efficient working practices.
<b>9</b>	To complete and distribute update reports and formal reviews as required during the apprenticeship.

10	To facilitate the enhancement of work performance, self-directed learning and personal development, challenging and developing the apprentice's skills and abilities to enable them to achieve the best performance results.
11	To provide observational and specific feedback, encouraging the apprentice to self-assess their performance and readiness for achievement.
12	To full prepare the learner for all aspects of End Point Assessment.
13	To be responsible for continuous personal development in chosen sector specialisms, to ensure effective and innovative support for all learners aligned to current sector needs.
14	To be responsible for vigorous and comprehensive learner tracking to ensure at all times progress and status of learners is current and up to date, and in line with pre-determined progress targets. To prepare and produce regular learner progress updates to discuss with line manager at regular 121 meetings.
15	To develop, maintain and enhance relationships with employers through high quality delivery solutions and 'best practice' relationship management, actively identifying opportunities for further work.
16	To maintain efficient record keeping and tracking using systems provided and stipulated by the college. This will include withdrawals, transfers, assessment and examination resulting, and updating of information held in the college information system to enable the tracking of learner progress.
17	To fully comply with College Quality processes, including Self-Assessment, internal and external verification compliance and ensure implementation of College policies and procedures.
18	To utilise, in developing learners, the skills and experience you have developed in Senior High Level Construction Management, to support and develop learners in this field.
19	To support high level learners to achieve professional qualifications in Senior Construction Management.

### **Responsibilities:**

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

**Duties and Responsibilities:**

<b>A</b>	Review delivery resources, updating and developing to ensure relevance and suitability for a range of learners and employers requiring professional construction training.
<b>B</b>	Outstanding innovative and inspiring delivery, endorsed through positive feedback, of leadership and management training (aligned to apprenticeships) to individuals and groups both on site and in the workplace.
<b>C</b>	Development of business opportunity with key employer clients to enhance growth. Providing appropriate support and guidance to maintain and grow relationships
<b>D</b>	Provide and deliver performance reporting to employers and senior management team ensuring alignment to contractual agreement, compliance and KPIs.

<b>1</b>	Engage with employers and individuals for the purpose of training and development ensuring suitability of learning environment and employer support for learners. (Effective IAG)
<b>2</b>	Participate in the recruitment and interviewing of new learners to gauge suitability for learning programmes including assisting with recruitment and marketing initiatives to meet contract demands.
<b>3</b>	Develop and deliver innovative training, assessment and guidance to individuals relative to industry requirements and in accordance with award body and sector skills council requirements for quality.
<b>4</b>	Undertake Health and safety vetting and monitoring of employer premises in accordance with College regulations.
<b>5</b>	Undertake initial assessment of learner's basic skills and prior learning and feedback the result to learners. Decide upon and implement the most suitable course of support for the learner.
<b>6</b>	Discuss the objectives of the standard with the employer and learner, agree a plan and appropriate activities, refining and re setting as the apprenticeship progresses.
<b>7</b>	Deliver embedded English and Maths to learners in conjunction with Functional Skills Team as required.
<b>8</b>	Deliver the highest quality training, instruction, guidance and support, working towards outstanding timely achievement and overall success, embedding topics related to Health and Safety, Safeguarding, Prevent, Equality and Diversity and other related Acts.
<b>9</b>	Prepare and deliver tracking and progress reports and undertake reviews with learners and employers in accordance with contract requirements, providing relevant reports to line manager as requested.

<b>10</b>	Provide observational and specific feedback, encouraging the apprentice to self-assess their performance and readiness for End Point Assessment.
<b>11</b>	Complete exit interviews with all learners, informing and encouraging progression opportunities.
<b>12</b>	Develop, maintain and enhance relationships with employers through high quality delivery solutions and 'best practice' relationship management, actively identifying opportunities for further work.
<b>13</b>	Undertake staff development aligned to changes and updates as required and as appropriate for continued professional development, attending staff meetings and training as required.
<b>14</b>	Undertake IQA activities when required, and work towards IQA qualifications within first 12 months if not already qualified.
<b>15</b>	To carry out any other duties and responsibilities as reasonably directed by the line manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

<b>Post holder to sign and date the job description:</b>
<b>Name of the post holder:</b>
<b>Line manager to sign and date the job description:</b>
<b>Name of the line manager:</b>

### **Person Specification – Management Training Associate**

<b>Qualification</b>	<b><u>Essential</u></b>	<b><u>Evidence</u></b>	<b><u>Desirable</u></b>	<b><u>Evidence</u></b>
	<p>1 Assessor and internal verifier awards (or commitment to achieve within one year)</p> <p>2 Maths and English qualification at Level 2 (or be willing to achieve within one year)</p> <p>3 Recognised national qualification in a relevant subject area at level 5 or above</p> <p>4 Health and Safety training</p> <p>5 Basic Teacher training qualification or equivalent</p>	<p>Application / Certificate</p> <p>Application / Certificate</p> <p>Application / Certificate</p> <p>Application / Certificate</p> <p>Application / Certification</p>	<p>a IT qualification</p> <p>b Key skills qualification</p> <p>c First steps in teaching certificate</p>	<p>Application / Certificate</p> <p>Application / Certificate</p> <p>Application / Certificate</p>
<b>Professional Development</b>	<p>5 Evidence of ongoing professional development</p>	<p>Application Form</p>		
<b>Knowledge</b>	<p>6 Knowledge of recent developments in training, assessing and verifying</p> <p>7 Knowledge of Apprenticeship Standards</p> <p>8 Knowledge of Ofsted Common Inspection Framework (CIF) and Self-Assessment</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>		
<b>Experience</b>	<p>9 Recent relevant industry experience in delivery of high level management</p>	<p>Application/ Interview</p>		

	<p>training</p> <p>10 Experience of training and assessing competence based programmes</p> <p>11 Experience of Co-ordinating competence based programmes for individuals</p> <p>12 Experience of working with work based providers/employers</p> <p>13 Experience of preparing and delivering high level reports</p> <p>14 Experience of client management and relationship development</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>		
<b>Skills/ Qualities</b>	<p>13 Good organisational skills</p> <p>14 Good communication and motivational skills</p> <p>15 Flexible approach in order to achieve demanding Targets</p> <p>16 Well developed IT skills</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>		
<b>Other</b>	<p>17 Commitment to College policies ie Health &amp; Safety, Equality and Diversity, Quality Assurance and the College Charter</p> <p>18 Current driving licence and access to personal transport</p> <p>19 DBS Check to College will be undertaken for successful applicant</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Appointment</p>		