BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title:** Senior Trainer

**Department:** Childcare & Health

**Reporting to:** Programme Manager

**Grade:** T3

**Summary of the Post**

To plan, co-ordinate, deliver, assess and review the learning activities associated with training programmes, and lead and supervise a team of trainers.

**Main Duties**

* To lead and supervise a team of Trainers, including all duties normally associated with the management of staff such as appraisals, mentoring and performance management.
* To track, monitor and report the team’s learner performance, encompassing all aspects of the delivery programme, to the relevant line manager.
* To manage and monitor the progress of a caseload of learners, organise workplace assessment visits and provide a point of proactive and regular contact with employers.
* To interview, and conduct a skills analysis and associated initial assessments as part of the recruitment process.
* To support learners to find work placements and develop links with local employers to generate repeat business.
* To produce and monitor individual training plans for apprentices and contribute to their updating, encompassing all elements of the delivery programme.
* To conduct work based assessments, internal verification and prepare for external verification, in line with awarding body requirements.
* To develop appropriate work based assessment materials to support skills, knowledge and behaviours.
* To plan, prepare and deliver teaching in accordance with the curriculum needs of the organisation.
* To provide appropriate, constructive and timely written feedback, in accordance with college policies, to prepare apprentices for their end-point assessment activities.
* To attend and participate in standardisation and training activities to ensure a consistent approach.
* To lead and monitor that all apprentices and employers receive appropriate training in the use of the organisational VLE platform.
* To lead, carry out and support the compliance procedures associated with the delivery of apprenticeships.
* To provide appropriate individual guidance and support to learners and refer to external specialist agencies.
* To complete referrals to the Additional Learning Support team as and when required.

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies
* Participate in relevant and appropriate training and development as required.
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Duties**

* A Senior Trainer will lead a team of Trainers to ensure that targets are set, achieved and actions plans are formulated timely for any at risk learners. You will also have a caseload that will require you to plan, teach and assess learners that are completing frameworks and standards across the department’s apprenticeships provision.
* The department requires its Senior Trainers to provide an outstanding learning environment where staff and students are supported to personalise and self-direct their own workloads. Trainers should be dynamic in their approach to teaching, learning and assessment, be confident and able to successfully implement the key themes and principles of the Education Inspection Framework and have the passion and drive to see our students succeed.
* All staff employed by the college will be required to participate in a rigorous and challenging CPD calendar to enable them to acquire the skills, motivation and drive to provide a learning environment which raises aspiration and promotes high expectations in learners and self. The department expects staff to have a flexible approach to working in line with the strategic demands of the department and the college.

**Line Management**

If your job includes line management you may be asked to line manage members of staff who spend most of their time working on the course or courses that you teach on. This will usually be Assessors or other support staff. If you are asked to line manage staff, your manager or Head of Department will discuss this with you and ensure you are supported and receive appropriate training.

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 – Senior Trainer**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | NVQ Level 3 or equivalent in an occupational area or level 4 qualification in a related field  Assessor Awards D32/33 or A1/2  Level 4 Teaching/Training qualification e.g. CTLLS (or willingness to work towards)  Level 2/GCSE maths and English qualifications (C or above)  Internal verification award | Cert Ed/PGCE (or equivalent)  Supervisory/Management  qualification | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | A minimum of 3 years’ work experience in a relevant occupational area  Experience of assessing against frameworks and standards  A successful record of working with employers to generate repeat business | Supervisory Experience | Application Form  Interview  Performance of task / test at interview |
| **Skills and Knowledge**  Includes abilities and intellect | Understanding and experience of current working practices within the occupational area  Understanding and experience of compliance procedures  Experience of e-portfolio systems and procedures  Matching learner skills, knowledge and aspirations with appropriate frameworks and standards  Identification of organisational needs and the ability to match learners to employers | IT skills (Word, Excel, PowerPoint)  Experience of delivering higher and degree apprenticeships  Understanding and experience of funding requirements | Application Form  Interview  Performance of task / test at interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | Self-motivated  Ability to work under pressure and to meet tight deadlines.  Reflective, and embraces new initiatives in order to improve performance  Good interpersonal skills  Flexible approach to work |  | Application Form  Interview  Performance of task / test at interview |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Motivation to work with children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults  Emotional resilience with challenging behaviours |  | Interview  References  DBS Checking Service |