

Runshaw Vacancies

pSCHOOL OF IT & COMPUTING

APPOINTMENT OF TRAINER – DIGITAL STANDARDS (0.6 OR JOB SHARE) FOR APPRENTICESHIP PROVISION – REF 211143

Runshaw College is one of the most successful colleges in the country, renowned locally and nationally for our outstanding results, friendly and supportive culture and focus on putting the student at the heart of all that we do.

We value our staff and students highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

We are seeking an outstanding practitioner to join our high-performing apprenticeship provision as a Trainer for our Digital apprenticeship provision. The successful candidate will have extensive experience of delivering Digital standards as well as experience in quality assurance practices and possess excellent organisation and time management skills. We are open to the possibility of a job share option.

The school of IT & Computing offer a wide range of provision including Apprenticeships at L3, A Levels, Vocational qualifications at L1, L2, L3 including T Levels and adult FE qualifications. The school consists of a team of ten highly experienced tutors and Trainers.

The successful candidate will join us at an exciting time in our apprenticeship journey, playing a leading role in the further development and growth of our Digital apprenticeship's portfolio.

A further opportunity for an additional role as team leader will be available for the successful candidate, dependent on skills and experience.

The school is managed by the Head of School and works collaboratively with the Heads of Studies and the Director of School, Employer and Community Relationships to ensure that we have a very high-quality apprentice and employer experience.

We are grateful for your interest in the College and hope that having read this information, you will be encouraged to apply. We very much look forward to receiving your application.

Andy Alston
Head of School – IT & Computing
Alston.a@runshaw.ac.uk

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JOB DESCRIPTION

JOB TITLE: Trainer - Digital Standards (0.6 or Job Share) for Apprenticeship Provision – Ref 211143

UPDATED: November 2021

RESPONSIBLE TO: Head of School IT & Computing

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

KEY DUTIES AND RESPONSIBILITIES

Marketing and promotion of Runshaw College and the apprenticeship provision

- Take an active role in marketing, promotional and recruitment activities as directed.
- Ensure sufficient, current resources are available and supervise the practical aspects at Open Events, Careers Events and other internal and external promotional activities.
- Work collaboratively with the Employer Relationships Team to develop leads and communicate market information.
- Be a positive role model for Runshaw College and the apprenticeship provision with all stakeholders.

Planning and organisation of the apprentices' learning, training and assessment

- Complete workplace Health and Safety assessments as required.
- Complete apprentices' diagnostic assessments.
- Carry out sign up's and induction for both learner and employer.
- Carry out workplace visits and reviews.
- Complete all initial documentation in a timely manner.
- Develop and implement tailored individual learning plans.
- Train and assess the skills, knowledge and behaviours required for the programme.
- Train and facilitate the development of functional skills Maths and English.
- Arrange for apprentices to attend class room taught sessions and workshops if required.
- Track, monitor and take overall responsibility for progress of the apprentice.
- Maintain accurate and up to date Awarding Body and College documentation from recruitment until completion of the qualification.

On programme learning, training and assessment

- Manage the behaviour and discipline of your apprentices and support them in achieving employability attributes required in the workplace.
- Utilise the pastoral log effectively and liaise with appropriate colleagues and managers where there are concerns over behaviour, pastoral, safeguarding or learning support issues.

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- Plan and deliver one to one learning sessions both in college and in the workplace using a range of techniques to address all learning styles addressing current best practice in the vocational area.
- Create an effective and supportive learning environment with access to current high quality resources and support materials which motivate apprentices to achieve their learning goals within agreed timescales.
- Plan and manage the assessment and completion process through electronic portfolios.
- Ensure SMART target setting to ensure all apprentices achieve and are supported throughout the programme.
- Promote and supervise effective use of the College electronic portfolio.
- Be “Inspection Ready” in the management and execution of day to day work.
- Carry out progress reviews in the workplace ensuring that the wider elements of safeguarding, equality & diversity, British Values and health and safety are also covered.
- Deliver enrichment and enhancement activities for your apprentices enabling them to feel part of the Runshaw learning community.
- Accompany apprentices on external visits as required.

QUALITY

- Be actively involved in the College’s continuous improvement culture.
- Participate in standardisation and moderation as required.
- Understand and commit to the RQF framework and occupational standards required for the sector(s) being delivered.
- Monitor apprentices progress and seek to achieve the agreed success rates targets for the benefit of your apprentices.

ADMINISTRATION

- Maintain and continuously update learner data and records to meet high auditable standards.
- Utilise supportive IS programmes, e.g. electronic portfolio and tracking systems, as required to support excellent administration.
- Recognise the benefits to all stakeholders in ensuring all paperwork and data records are completed accurately and timely and ensure high standards are maintained.
- Become familiar with the workload and candidate / qualification tracking systems to facilitate efficient workload management and quality monitoring.

COLLEGE RESPONSIBILITIES

- Participate in appraisal and professional development activities as required.
- Value diversity and promote equal opportunities.
- Work within health and safety guidelines and be aware of your responsibilities for health and safety.

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- Adhere to the College policies and procedures, including data protection.
- Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines.
- Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults.



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PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent	E	Application form and Interview
A1 Assessor Award or equivalent	E	Application form
V1 Assessor Award or equivalent or a willingness to achieve in a specified timescale	E	Application form and interview
Relevant qualification and experience in the subject area	E	Application form
Driving License and use of car insured for business use or able to prove mobility suitable to the duties of the post	E	Application form
A willingness to undertake appropriate Continuing Professional Learning	E	Application form and Interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Experience of using Turnitin or an equivalent tracking and monitoring on-line portfolio.	D	Application form and Interview
Successful experience of delivering and assessing digital qualifications.	E	Application form and Interview
Demonstrate a student centred approach	E	Application form and Interview
Evidence of continual professional development in own occupational area	E	Application form and Interview
Experience of delivering Digital Marketer or Digital Support Technician (or equivalent) standards at L3	E	Application form and Interview
Ability to support apprentices completing Digital Marketing and Digital Support Technician Standards	D	Application form and Interview
PERSONAL SKILLS AND ATTITUDES		
Excellent organisation and time management skills	E	Application form/Interview
Display initiative, be positive and friendly	E	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Ability to motivate and inspire students with differing abilities and needs	E	Interview
Display energy and enthusiasm	E	Interview
Possess excellent communication skills	E	Interview
Possess high standards and be conscientious	E	Interview
Be a team player	E	Interview
Possess a good level of general business acumen	E	Interview

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Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks



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SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	Up to £18,043 p.a. (FTE £30,072 p.a.)
CONTRACT TERM	Permanent
WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 22.2 hours per week.
PENSION SCHEME	You are entitled to join the Local Government Pension Scheme. Further details are available at www.yourpensionservice.org.uk
HOLIDAYS	You will receive an additional payment in respect of holiday pay.
SAFEGUARDING	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p>
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.
NOTICE	You may terminate your employment in writing by providing 6 weeks' notice except during the probationary period when it is 4 weeks' notice.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is 12 noon, Friday 10th December 2021

Approved: A Alston

Date: 18/11/2021