

Job Description

Post:	Management Training Associate
Salary Grade:	Band 2
Responsible to:	Head of Apprenticeship Delivery

Key Purpose:

A	Outstanding innovative and inspiring delivery, of leadership and management training (aligned to apprenticeship standards) to individuals and groups both on site and in the workplace.
B	Development of business opportunities with key employer clients to enhance growth. Providing appropriate support and guidance to maintain and enhance relationships.
C	Provide and deliver performance reporting to employers and senior management team ensuring alignment to contractual agreement, compliance and KPIs.
D	Review delivery resources, updating and developing, to ensure relevance and suitability for a range of apprentices and employers requiring leadership and management and associated training.

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:

1	Engage with employers and individuals for the purpose of training and development ensuring suitability of learning environment and employer support for learners. (Effective IAG)
2	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.
3	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.
4	Undertake Health and safety vetting and monitoring of employer premises in accordance with College regulations.
5	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.
6	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.
7	Deliver embedded English and Maths to learners in conjunction with Functional Skills Team as required.
8	Deliver the highest quality training, instruction, guidance and support, working towards outstanding timely achievement and overall success, embedding personal development topics related to Health and Safety, Safeguarding, Prevent, Equality and Diversity and other related subjects.
9	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.
10	Provide continuous and specific feedback, supporting apprentices to progress in their readiness for End Point Assessment.
11	Complete exit interviews with all learners, informing and encouraging progression opportunities.
12	Develop, maintain and enhance relationships with employers through high quality delivery solutions and 'best practice' relationship management, actively identifying opportunities for further work.
13	Undertake staff development aligned to changes and updates as required and as appropriate for continued professional development, attending staff meetings and training as required.
14	Undertake IQA activities when required, and work towards IQA qualifications within first 12 months if not already qualified.
15	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.

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

Person Specification – Management Training Associate

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualification	<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 Functional skills qualification</p> <p>c Teaching qualification</p>	<p>Application / Certificate</p> <p>Application / Certificate</p> <p>Application / Certificate</p>
Professional Development	<p>6 Evidence of ongoing professional development</p>	<p>Application Form</p>		
Knowledge	<p>7 Knowledge of recent developments in training, assessing and verifying</p> <p>8 Knowledge of Apprenticeship Standards</p> <p>9 Knowledge of Ofsted Education Inspection Framework (EIF) and Self Assessment</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>		
Experience	<p>10 Recent relevant industry experience in delivery of high level management training</p> <p>11 Experience of training and assessing competence based programmes</p> <p>12 Experience of Coordinating competence based programmes for individuals</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>		

	13	Experience of working with work based providers/employers	Application/ Interview		
	14	Experience of preparing and delivering high level reports	Application/ Interview		
	15	Experience of client management and relationship development	Application/ Interview		
Skills/ Qualities	16	Good organisational skills	Application/ Interview		
	17	Good communication and motivational skills	Application/ Interview		
	18	Flexible approach in order to achieve demanding targets	Application/ Interview		
	19	Well-developed IT skills	Application/ Interview		
Other	19	Commitment to College policies ie Health & Safety, Equality and Diversity, Quality Assurance	Application/ Interview		
	20	Current driving licence and access to personal transport	Application/ Interview		
	21	Strong values and commitment to the College's ethos.	Application/ Interview		
	22	Demonstration of proactive support for equality, diversity and inclusivity.	Application/ Interview		
	23	A commitment to safeguarding and promoting the welfare of learners.	Application/ Interview		
	24	DBS check acceptable to College will be undertaken for successful applicant	Application/ Interview		