



Lower Ground, 7 Marlborough Place, Brighton, BN1 1UB

☎ 01273 281981

[www.wrec.co.uk](http://www.wrec.co.uk)

**POST:** Traineeship Tutor

**HOURS:** 37.5 hours per week (Monday – Friday)

**LOCATION:** Newquay

**SALARY:** £25,000 per annum

**ANNUAL LEAVE:** 25 days + 8 bank holiday days paid holiday

## **INTRODUCTION TO WHITEHEAD-ROSS EDUCATION AND CONSULTING**

Whitehead-Ross Education and Consulting (WREC) is an education and social welfare organisation. Founded in 2012, we deliver a variety of high-quality skills-related programmes and social services provision.

Our programmes include support for unemployed individuals to retrain and secure jobs, vocational training programmes, adult education and social services provision such as support for families who have children with disabilities and parenting support.

With a team of 55 staff, we supported 1,200 individuals across our programmes in 2019/2020 in South Wales, Dorset, Wiltshire and Sussex. Our existing clients include five local authorities, the Department for Work and Pensions, and Education & Skills Funding Agency.

## **INTRODUCTION TO ROLE**

In this role you will be responsible for the planning, delivery and development of our Traineeship programme for 19-24 year olds. This position is suitable for a self-starter who would enjoy a varied and fast paced role. You will be responsible for the teaching and assessment of City and Guilds qualifications. The Traineeships programme (26 weeks in duration) will consist of the following:

- **Core aim work experience** with a local employer (minimum 70 hours).
- Learners who have GCSE grade 3 or below in Maths/English will study **Functional Skills** (55 GLHs per qualification).
- Development of **Employability Skills** (Level 1 Award – 60 GLHs) – e.g. planning for progression, CV/personal statement writing, interview skills etc.



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Performance will be measured against a set of Key Performance Indicators (KPIs) covering learner recruitment, retention, progress, timely reviews, successful completion and progressions. Quality will be monitored and measured through the organisation's comprehensive quality assurance and improvement arrangements.

## **RESPONSIBILITIES**

- Deliver Employability Skills and Functional Skills (Maths and English) in small groups (6 learners per session)
- Implement effective interpretation of a range of initial assessment and diagnostic tools
- Co-produce Individual Learning Plans for each learner, taking into consideration various learning styles and individual learner needs
- Contribute to on-going development of schemes of work and curriculum plans
- Implement differentiation in teaching and learning
- Attend and participate in meetings and produce reports as requested
- Attend training events / courses as required, maintaining own CPD and contribute to curriculum development
- Be responsible for and effectively manage a caseload of learners (30 learners per year)
- Maintain a high standard of training and ensure performance targets are achieved
- Ensure learners understand the requirements of their programme prior to enrolling
- Provide ongoing information, advice and guidance to learners from enrolment to progression, along with signposting to external sources of support
- Monitor and mark learners' work
- Complete and maintain individual learning plans and progress reviews
  
- Liaising and making contact with employers to ensure all learners have a work placement
- Engaging with Stakeholders to recruit referrals
- Lead activities to complement classroom-based sessions
- At all times ensure that safe working practices are adopted in compliance with relevant health and safety procedures
- Demonstrate commitment to equality of opportunity and treatment and comply with company policy and procedures and relevant legislation relating to equality and diversity
- Coach, guide and encourage learners to give them the necessary skills, motivation and knowledge to progress



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- Facilitate effective timely reviews with learners and provide appropriate pastoral support to learners to enable them to complete their courses
- To lead on marketing and engaging with external stakeholders to ensure that learners are recruited and enrolled on the courses
- Any other reasonable request or duties commensurate to the post

## **PERSON SPECIFICATION**

### **Qualifications**

- Teaching qualification (i.e. PTLLS or above)
- English and Mathematics qualifications at Level 2

### **Experience**

- Previous experience of delivering Functional Skills

### **Skills and abilities**

- Excellent communication skills (oral and written) and effective interpersonal skills
- Excellent ICT skills
- Excellent organisational and administrative skills
- Able to work accurately towards targets and deadlines
- Ability to engage and support young people

### **Personal qualities**

- Ability to communicate effectively with learners from a wide range of abilities
- Ability to work as a member of a team
- Reliable, punctual and responsible
- Committed to inclusion