

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Skills Trainer – Legal
<b>GRADE:</b>	Competitive hourly rate
<b>RESPONSIBLE TO:</b>	Work Based Learning Manager
<b>RESPONSIBLE FOR:</b>	Providing high quality teaching, and outstanding customer service, on commercially run courses aligned to market demand and workforce development needs.
<b>DIRECTORATE:</b>	Learning Unlimited
<b>WORK ARRANGEMENTS:</b>	Variable hours

### **PURPOSE OF THE POST**

The post holder will:

1. Deliver skills and knowledge training through motivational and inspirational teaching to enable learners to make exceptional progress and achieve the course objectives.
2. Provide a highly professional and customer friendly service to ensure commercial customers enjoy their course and provide recommendations for ongoing commercial growth.
3. Support learners and undertake general administrative duties associated with departmental processes.
4. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

### **DUTIES AND RESPONSIBILITIES**

1. Produce schemes of work to ensure clear schedule of delivery is available and progress towards course objectives is clear.
2. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
3. Deliver high quality learning experiences which enable learners to develop in their learning of new technical skills and knowledge in line with course objectives.
4. Develop and evaluate learning materials and assignments appropriate to a range of learning situations.
5. Flexibility to teach in a variety of geographic locations, deploying an appropriate range of teaching and learning styles to the demographics of the group.
6. Liaison with any associated awarding bodies or external bodies for maintaining professional standards, coordination of any external assessments or examinations, and supporting any EQA visits.

7. Marking of any learners work within limited timeframes, providing developmental feedback and opportunities to stretch learners' ability.
8. Maintain administrative records, and internal systems, including registers, records of work, learner progress and any other records which may be required from time to time.
9. Where required, teach, assess and/or IQA on other work-based qualifications within the remit of own skills capacity, building a good rapport with learners and engaging employers in learning programmes.
10. Support the production and development of commercial sales tools that support the sales team to promote commercial courses.
11. Ensure that the sales team has the skill level, knowledge and tools to present sales solutions that positively differentiates Learning Unlimited from competitors.
12. Where necessary, act as a commercial specialist to present a high quality sales proposal for our customers and prospects.
13. Participate in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
14. Provide advice and guidance, both internally and to prospective learners', on the content and opportunities the course provision provides, advising internally on any suggested entry requirements for optimum customer service.

#### **GENERAL**

1. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.
2. To take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
3. To promote a positive image of the College and the work that is carried out across its various services.
4. To comply with all legislative and regulatory requirements.
5. To apply the College's own Safeguarding Policy and practices and attend training as requested.
6. To show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with, and promote, the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
7. To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

### Person Specification

<b>Post:</b>	Skills Trainer - Legal	<b>Department:</b>	Learning Unlimited
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#### Key Requirements:

	Essential/ Desirable	Assessed
<b>Qualifications:</b>		
Subject specific qualification – Degree in Law, CILEx Level 6 or Equivalent	<b>E</b>	<b>A</b>
Assessor qualification (eg D32, D33, A1, TAQA)	<b>D</b>	<b>A/I</b>
Training/Teaching/Basic Skills qualification, or willingness to work towards one	<b>E</b>	<b>A</b>
English and maths at Level 2	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Relevant commercial/industrial experience	<b>E</b>	<b>A/I</b>
Experience of delivering learning	<b>D</b>	<b>A/I</b>
Ability to develop commercial short courses	<b>D</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Ability to teach in a range of disciplines at appropriate level	<b>E</b>	<b>A/I</b>
High quality written and verbal communication skills	<b>E</b>	<b>A/I</b>
Excellent organisational, administrative and time management skills	<b>E</b>	<b>A/I</b>
Excellent interpersonal skills with the ability to listen and challenge in a supportive manner	<b>E</b>	<b>A/I</b>
Vocationally relevant skills and understanding	<b>E</b>	<b>A/I</b>
Sound ICT skills with experience of using a range of software packages including Microsoft	<b>E</b>	<b>I</b>
Ability to develop people to their highest levels of performance	<b>E</b>	<b>I</b>
<b>Qualities:</b>		
Ability work under pressure and meet deadlines including assessment, marking and feedback processes	<b>E</b>	<b>A/I</b>
Self-managing and responsive with the ability to reflect on own performance	<b>E</b>	<b>A/I</b>
A willingness to consistently improve through tailored CPD and industry updates	<b>E</b>	<b>A/I</b>
A respectful and inclusive attitude to learners and colleagues	<b>E</b>	<b>A/I</b>
A passion for improving the learner experience	<b>E</b>	<b>A/I</b>
Ability to work in a team	<b>E</b>	<b>A/I</b>
A practical, flexible and innovative approach to teaching, learning and assessment	<b>E</b>	<b>A/I</b>
Flexibility to work at any College site / travel, and work additional hours to meet the requirements of the post (including some weekends and evenings)	<b>E</b>	<b>A/I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>A/I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>A/I</b>
Have a valid full driving licence and vehicle with business insurance	<b>E</b>	<b>A/I</b>

**E = Essential**

**D = Desirable**

**A = Application**

**I = Interview**

**T = Test**

Produced by:	S Megson	Date Produced:	12/02/2019
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