

**Academies Enterprise Trust****Job Description**

|                       |                |
|-----------------------|----------------|
| <b>Job Title:</b>     | Trainer        |
| <b>Location:</b>      | West Midlands  |
| <b>Hours of work:</b> | Variable       |
| <b>Reports to:</b>    | Head of Talent |

**Purpose of the Role:**

To deliver individual Apprenticeship programmes which will include induction, planning, delivery, teaching, learning and assessment. In addition Trainers will conduct quarterly reviews with the learner and employer, ensure learners progress in line with their training plan and that progress is recorded on the e-portfolio system. Develop learner's knowledge, skills and behaviours in readiness for End Point Assessment and/or ensure timely achievement of qualifications.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

**Responsibilities:**

1. Manage a caseload of Apprentices in an effective and timely manner which will be reviewed on a monthly basis with the Apprenticeship Manager.
2. Plan the learning, assessment and reviews of apprentices in accordance with the training plan and their personalised learning needs and the requirements of the End Point Assessment Organisation and/or Awarding Organisation.
3. Liaise with Employers and Functional Skills tutor(s) to organise and deliver the induction of apprentices.
4. Monthly interventions with all apprentices will take place to deliver learning and assessment in line with the training plan. Frequency of interventions may be adjusted where additional support is required to support individual needs.
5. Update the Learning plan, within the e-portfolio system, with clear and accurate planning, teaching and learning, activities, actions including SMART targets and feedback relating to your apprentices in accordance with AET protocols
6. Review and feedback on progress with learners and employers completing the necessary reports on a quarterly basis.
7. Manage and maintain learner information in accordance with the Education and Skills Funding Agency audit requirements.
8. Assist with the development of the provision to ensure programme content is current.
9. Comply with Equal Opportunities, Health and Safety and Child Protection policies. and ensure all learners are given fair access to assessment.
10. To take responsibility for safeguarding and promoting the welfare of all learners with whom you come into contact.

11. Attend and participate in quarterly standardisation meetings which will be held in London, the annual Apprenticeship Conference, and join the monthly online team meetings
12. Participate in and support the annual self-assessment process.
13. Maintain annual record of CPD, minimum 30 hours (pro rata).
14. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



**Academies Enterprise Trust**

**Person Specification**

**Job Title: Trainer**

| General heading                 | Detail   | Essential requirements:   | Desirable requirements:   |
|---------------------------------|--|---|---|
| <b>Qualifications</b>           | Qualifications required for the role                 | Level 3 or above qualification in relevant area of work<br><br>D32/33, A1, TAQA/CAVA or equivalent qualification or working towards<br><br>Excellent verbal and written skills<br><br>Good ICT skills                                   | Award in Education and Training or equivalent<br><br>Relevant job related training or qualification indicating level of competence  |
| <b>Knowledge/ Experience</b>    | Specific knowledge/ experience required for the role | Proven track record of meeting targets<br><br>Experience of working within industry, commerce or service industry<br><br>Understanding of apprenticeship standards, end point assessment and awarding organisation processes            | Experience within an Assessor role<br><br>Experience of working in the training / education sector<br><br>Experience of using Smart Assessor or a similar e-portfolio system<br><br>Experience of delivering Standards and working towards End Point Assessment |
| <b>Personal Characteristics</b> | Behaviours   | Excellent communication skills and the ability to relate to a wide range of people<br><br>Ability to manage a constant workload with conflicting demands to achieve timely targets<br><br>Ability to work effectively as part of a team |   |



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|-----------------------------|--|--|--|
|                             |  | <p>Commitment to quality of service</p> <p>An ability to influence and motivate learners</p> <p>An enthusiastic approach within a target orientated environment</p> <p>Flexible attitude</p> <p>Commitment to high professional and personal standards of work and of conduct</p> <p>Ability to demonstrate, understand and apply our values:</p> <ul style="list-style-type: none"><li>• Be unusually brave</li><li>• Discover what's possible</li><li>• Push the limits</li><li>• Be big hearted</li></ul> |  |
| <b>Special Requirements</b> |  | <p>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</p> <p>Right to work in the UK</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</p> <p>Ability to travel as required</p> <p>Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</p>  |  |

