

Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity Specified Place Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

Closing date for receipt of applications: Wednesday 8 January 2025 at 12 noon

McIntyre Centre

Skills Trainer

37 hours per week, permanent position

Post No.: RS24/25/155

Salary: Fixed Point 25 (£27,685.06 per annum)

Responsible to: Training Coordinator

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: Providing a skills training offer in the McIntyre Centre which leads to educational and employment opportunities for local people based on client and employer demands.

Objective of the job: Deliver effective and efficient training courses and programmes which develop the skills of local people

Candidates for the post of **Skills Trainer**, must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	<p>Level 3 qualification in a relevant subject area (e.g. IT, maths and/or English)</p> <p>Certificate in Education (or be willing to work towards within 2 years)</p> <p>Safeguarding Level 1 (to be achieved within 6 weeks)</p> <p>Level 2 in Literacy</p> <p>Level 2 in Numeracy</p>	<p>Level 4 qualification in a relevant subject area</p> <p>Level 3 Assessors Certificate</p> <p>Level 4 Internal Quality Assurance/Internal Verification qualification</p> <p>Level 2 Equality & Diversity</p>	<p>Application Form</p> <p>Certificates</p>
Experience	<p>Experience of delivering training on a range of courses (including English, maths and Digital skills to various client groups)</p> <p>Experience of using IT systems and Microsoft Office software</p> <p>Experience of producing assessment and teaching materials</p>	<p>Recent experience of teaching or mentoring on a range of courses in FE</p> <p>Experience of working within a quality system</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>

	Essential	Desirable	Where identified
Knowledge and skills	<p>An aptitude for IT and up to date knowledge of software packages and IT systems</p> <p>Confidence in training and presentation delivery</p> <p>A creative and flexible approach to learning and problem-solving</p> <p>Strong organisational skills</p> <p>Ability to work constructively with young people and adults</p>	<p>Comprehensive computing capabilities for more specialist areas</p>	<p>Interview</p> <p>References</p>
Personal qualities, attitude and behaviours	<p>Good verbal and written communication skills to design and deliver training in a clear and easy to understand way</p> <p>Excellent interpersonal and active listening skills to facilitate learning</p> <p>Ability to work as an effective team member</p> <p>Patience, empathy and resilience</p> <p>Enthusiasm and commitment to teaching and learning</p> <p>Ability to demonstrate initiative and flexibility and be committed to service and efficiency</p>		<p>Interview</p>

Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) Deliver training on a range of programmes in the McIntyre Centre at various levels as dictated by the needs of students and the curriculum offer designed in response to student and partner demand
- b) Carry out initial assessments to identify students' current educational / skill levels
- c) Design training programmes appropriate to the skills needed (beginner, intermediate or advanced level) and in line with labour market trends
- d) Support students on a one-to-one basis, in small groups and by facilitating large group training sessions
- e) Create and maintain comprehensive training materials and documents such as handouts, manuals, quick guides, exercises and videos
- f) Prepare the learning environment and resources, including setting up IT equipment where appropriate
- g) Ensure that the learning environment and resources support student needs
- h) Support and coach students using a range of learning technologies
- i) Motivate and mentor students so that they invested in their own development
- j) Effective completion of Individual Learning Plans in conjunction with students in line with College quality standards
- k) Answer student queries, provide advice on further learning resources and troubleshoot any problems
- l) Collect feedback to evaluate the effectiveness of training programmes and learning outcomes
- m) Develop new initiatives and resources in education and training
- n) Keep up to date with current developments in the relevant curriculum areas and adapt materials, styles and methods of delivery accordingly
- o) Liaise with partners (e.g. employers, examining bodies and professional institutes) to fulfil the skills needs of the organisation
- p) Maintain accurate records of training activities, attendance, student development and resource allocation
- q) Work within the College Quality Assurance System
- r) Ensure the health and safety of trainees ensuring that clear instructions are given in order to provide a safe learning environment
- s) Contribute effectively to the College Group's Community Development Plan
- t) Proactively participate in marketing the McIntyre Centre community training offer and attend promotional events and activities

- u) Actively participate in the recruitment of new students, liaising with external agencies and partners as necessary
- v) Commit to widening participation and the skills development of local people
- w) Undertake such other duties as requested

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name:

Signature:

Date:

Last updated: October 2024