JOB DESCRIPTION

SPECIFICATION

Job Title:	Work Based Trainer (Joinery)
Responsible to:	Head of Curriculum
Responsible for:	N/A

1.	**Job Purpose:**
1.1	To engage, work with and provide training for Apprentices and support for employers to ensure all training solutions delivered meet the requirements of the agreed Apprenticeship programme.
1.2	To deliver quality training in order to progress an individual's knowledge, skills, and behaviours through a period of learning, resulting in positive achievement. To enhance their ability to perform their current role and support progression opportunities in the future. To ensure the Apprenticeship and learning programme meets all audit and funding body requirements.

2.	**Key Responsibilities:**
2.1	Managing a caseload of learners ensuring timely achievement of their Apprenticeship in line withthe agreed Apprenticeship programme of delivery. Coordinate the apprenticeship, working closely (were required) with other trainers and tutors on additional timetabled delivery, ensuringall components meet the required knowledge, skills, and behaviours
2.2	Undertake pre-apprenticeship and start up visits in-line with agreed procedures.
2.3	Train apprentices in the workplace, ensuring suitable portfolios are produced in line with end point assessment organisation's requirements.
2.4	Prepare learners for their end point assessments including the running of mock tests, the organisation of final assessments, and the support during an end point assessment.
2.5	Ensure all learners are visited at their workplace regularly as per their agreed Apprenticeship learning plan and in line with the guided learning hours of the qualification/standard and where necessary, additional visits are carried out to support any additional needs.

2.6	Ensure 20% off the job logs are up to date, measured, and maintained and that the quality of training on the job is of a high quality.
2.7	Undertake assessments and reviews (at each visit) with every learner in line with documented standards, system, and strategy.
2.8	Monitor learner's progress and ensure assessment for each element of the Apprenticeship is completed, enabling learners to meet achievement targets for all parts of their programme on time, working towards achievement and/or end point assessment.
2.9	Setting learner targets at each visit, ensuring they are Specific, Measurable, Achievable, Relevant, and Time-Bound.
2.10	Manage learner end dates in line with the agreed apprenticeship programme of delivery. Ensuring learners are on track and meeting their individual deadlines to achieve successful, timely completion.
2.11	Monitor attendance across learner's complete programmes of study, ensuring communication with employers, apprentices and tutors is regularly maintained and updated.
2.12	Maintain learner records accurately, ensure tracking of learner progress and evidence for all sessions and visits is readily available and accessible for audit and quality purposes.
2.13	Engage employers in all learner reviews and promote a positive image of East Riding College.
2.14	Implement any improvements identified as a result of learner and employer surveys, performance reviews and Internal QualityAssurance sampling.
2.15	Promote and monitor equality of opportunity and safe working practices as defined by College policies.
2.16	To maintain and undertake new learning to support knowledge of apprenticeship standards and end point assessment criteria.
2.17	Attendance at College meetings and training as required.
2.18	To support new Work Based Trainers and act as a mentor and 'work buddy' when needed.
2.19	Other duties that may be reasonably assigned by the line manager.
2.20	Upholding and promoting principles of safeguarding to employers and apprentices.

3.	**Budget Responsibility:**
3.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations.

4.	**Continuing Professional Development:**
4.1 4.2	The post holder will proactively take part in the College's Appraisal process The post holder must undertake all training deemed mandatory (e.g. Safeguarding,Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

5.	**Health and Safety:**
5.1	The post holder will be required: • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated manager to enable the College to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

6.	**Equality and Diversity:**
6.1	East Riding College is committed to the provision of equal opportunities and strives to ensure that unfairdiscrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.

7.	**Safeguarding Children and Vulnerable Adults:**
7.1	East Riding College recognises that it has a statutory and moral duty towards safeguarding the welfare ofchildren, young people and, if appropriate, vulnerable adults and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

8.	**Group Policies and Procedures:**

8.1	All staff are required to be aware of and comply with all Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and youmay be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	Essential	Desirable
Qualifications and Training	Level 3 or equivalent qualification or experience in Site Carpentry	E	
	Up to date and sustained record of CPD	E	
	Level 3 Award Assessing Vocationally Related Achievement or equivalent (or commitment to undertake the qualification)	E	
	Teacher training qualification (or commitment to undertake the required level within 3 months	E	
	IQA qualification		D
Skills & Specialist Knowledge	Knowledge of apprenticeship standards		D
	Knowledge of work-based learning funding and framework requirements.		D
	Drive and determination to achieve objectives and targets	E	
	Commitment to quality	E	
	Excellent communication and interpersonal skills	E	
	Ability to communicate across a range of audiences	E	
	Planning and organising own caseload and diary unsupervised	E	
	Able to meet and exceed retention and achievement targets for qualifications and standards	E	
	The ability to grow and maintain learner numbers in line with budget and business development targets	E	
	IT Skills – Word and Excel	E	
Experience	Proven experience of work-based learning assessment	E	
	Experience of internal verification and knowledge of qualification standards		D
	Proven competence in occupational areas delivered	E	
Other	DBS check carried out on appointment	E	
	Current Full Driving Licence	E	
	Fit for the duties of the post	E	

Qualities	Specific Requirements	Essential	Desirable
Qualifications and Training	Level 3 Award Assessing Vocationally Related Achievement or equivalent		D
	Level 4 Award in the Quality Assurance of Assessment Process and Practice or equivalent		D
	Level 3 or equivalent qualification or experience in the subject area.	E	
	Training Qualifications		D
	ENTO HSS8 Health & Safety Award or equivalent		D
	Qualifications to assess on a number of disciplines		D
	Knowledge of work based learning funding and framework requirements and NVQ assessment requirements		D
Skills & Specialist Knowledge	Knowledge of apprenticeship standards		D
	Knowledge of work based learning funding and framework requirements.		D
	Drive and determination to achieve objectives and targets	E	
	Commitment to quality and customers	E	
	Proven track record of commercial awareness and business acumen	E	
	Excellent interpersonal skills to be able to engage with colleagues and learners	E	
	Excellent communication skills verbal and written	E	
	Planning and organising own caseload and diary unsupervised	E	
	Able to meet and exceed retention and achievement targets for qualifications and frameworks	E	
	The ability to grow and maintain learner numbers in line with budget and business development targets	E	
	IT Skills – Word and Excel	E	
Experience	Proven experience of work based learning assessment	E	

	Experience of internal verification and knowledge of qualification standards Proven competence in occupational areas delivered	E E	
Other	DBS check carried out on appointment Current Full Driving Licence	E E	