

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Multi Skilled Specialist Projects Trainer
Responsible to:	Regional Project Manager- Grimsby
Responsible for:	Not applicable

1.	Job Purpose:
1.1	<p>To provide outstanding teaching, learning and assessment that allows learners to make progress and achieve.</p> <p>To provide an outstanding service to businesses and their employees consistently through accredited and non accredited training.</p> <p>To plan and facilitate excellent assessment and quality assurance practices across areas of competency.</p> <p>To liaise and develop employer and stakeholder relationships that generate business opportunities across the wider NET team.</p> <p>To ensure all record keeping is timely and compliant</p> <p>To keep abreast of changes and regularly update CPD, sharing best practice</p>

2.	Key Responsibilities:
2.1	<p>To deliver outstanding teaching, learning and assessment in a classroom, work based or distance learning context across the following areas:</p> <ul style="list-style-type: none"> - Skills Bootcamps in varied industries - Funded regional projects for businesses - Full cost commercial - Bespoke or customised workshops to suit employers needs.

2.2	To help facilitate enrolment, initial assessment, induction, pre-screening and information sessions for learners and employers across all of the above areas.
2.3	Deliver sector specialisms to professional businesses in priority sector areas; Hospitality and visitor economy, Manufacturing, Construction, Warehousing and Logistics, and any others we are successful in working in through funded and commercial opportunities.
2.4	Create and deliver bespoke/accredited courses of higher attainment levels in Leadership and Management and Mindset and Motivation as a key area of focus for businesses.
2.5	To research businesses NET deliver sessions for, to ensure skills training is exceeding business expectation, and to ensure skills gaps are filled appropriately within each business.
2.6	To generate new business opportunities within the wider NET team, projects and full cost where applicable.
2.7	Consistently update relevant industry CPD to maintain competitive in the market with local businesses.
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2.9	Comply with internal quality assurance plans and activities in line with college procedures as and when required within area of competency.
3.0	Support other delivery staff in delivering high quality teaching, learning and assessment
3.1	Participate and contribute to standardisation events, CPD and occupational competence.

3.	Specific Duties:
3.1	Participate and contribute to initial assessment and enrolment plans for funded, full cost, and skills bootcamps when needed.
3.2	Undertake highly effective inductions, enrolment meetings, and initial assessments, facilitation of learning, assessment and tracking of learner progress against key performance indicators.
3.3	Help create sector specific curriculum to assist with the priority areas NET Projects will be working in at any one time. This will involve creating workshops, teaching and learning sessions, content and resources which meet employers and learners needs and those of the awarding bodies.
3.4	Travel to different regions/areas if needed for on site delivery with employers and local collaborators.
3.5	To contribute to all Internal Quality Assurance(IQA) activities working with tutors which may include: <ul style="list-style-type: none"> a) Developing / completing sampling plans b) Completing daily registers c) Carrying out learner and tutor observations d) Providing reports e) Developing and delivering standardisation f) Liaising with external awarding bodies and planning successful visits

	<ul style="list-style-type: none"> g) Gaining new awarding body approval h) Checking learning resources i) Ensuring compliance with awarding body assessment strategies and quality assurance requirements. j) Maintain professional industry experience and CPD updating in line with industry and awarding body requirements
3.4	To embrace and positively promote the Group's approach to supporting the Learner and Employer Journey.
3.5	To maintain effective and professional relationships with employers and external agencies.
3.6	To deliver high quality subject learning support and assessment to learners.
3.7	To work as an effective member of the delivery and wider NET Projects team
3.8	Provide monthly reports on the progress of all learners engaged and complete daily registers and update sample plans daily. Submit marked work at the end of each week.
3.9	Ensure the learners' experience is varied, enjoyable and achieves learning goals.
3.10	To complete relevant documentation concerning monitoring visits, in accordance with Institute Group and funding body requirements. To advise and monitor the preparation of learners' portfolios of evidence.
3.11	To invigilate exams/assessments as and when required by the line manager.
3.12	To ensure all learning is facilitated including functional skills (where required). Embrace the use of Virtual Learning Environments, and portfolio platforms if needed.
3.13	To manage electronic and paper-based tracking systems for learners, conducting telephone / face to face reviews and discussions, monitoring reviews and achievement progress, outcome paperwork, tracking of learner's destination and verification of employer, home visits, emails, texts and letter.
3.14	Undertake cover for absent colleagues, in accordance with Institute Group Policy.
3.15	Participate in internal staff appraisal and appropriate staff development or training courses.
3.16	Attend up to date industry networking events to remain competitive locally and regionally.
3.17	Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

4.	Budget Responsibility:
4.1	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.

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5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (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

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • 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 Institute manager to enable the Institute 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

7.	Equality and Diversity:
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	Group Policies and Procedures:
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9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.
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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 you may be required to undertake other duties commensurate with the grade of your post.

Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 3 or higher Teacher/Training qualification	E	
	Level 2/GCSE or Equivalent in English	E	
	Level 2 GCSE or equivalent in Maths	E	
	Assessor Qualification	E	
	IQA qualification or ability to work towards	E	
	Evidence of CPD in a training and education context	E	
	Level 2 ICT or willingness to work towards and obtain within 6 months.	E	D
	Level 3 Vocational qualification in Leadership and Management	E	
	Level 4 Vocational qualification in Leadership and Management		D
Specialist Knowledge	Knowledge of Local Labour Market and Key Priority Sectors.		D
	Knowledge of delivery and assessment of NVQs/QCF qualifications in different sector areas.	E	
	Knowledge of Skills Bootcamps or any relevant funded projects in the regions NET operate in.		D
	Knowledge of customer service practices and food safety knowledge in a service environment		D
	Competent in IT skills	E	
	General knowledge of education funding and training		
	Knowledge of commercial training working with employers	E	
	Awareness of Internal Quality Assurance strategies in a work based and classroom teaching/training environment	E	

<p>Experience</p>	<p>Good track record and current occupational experience within in the industry(s) or profession appropriate to the post (current occupational experience as defined by the awarding bodies)</p> <p>Experience of working with young people, adults and professional businesses in 1 to 1 and group situations.</p> <p>Experience of delivering accredited and bespoke workshops in a professional setting to businesses and their employees.</p> <p>Experience of working in a fast paced, employed led training environment</p> <p>Experience of delivering and assessing higher level leadership and management, project management and any other management related qualifications/NVQ's</p> <p>Experience of delivering first aid, fire safety, manual handling or relevant health and safety qualifications.</p> <p>Experience of maintaining auditable documentation</p> <p>Good employer and learner engagement E Good customer service experience</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>
<p>Skills and Attributes</p>	<p>A positive attitude to change and adaptable personality.</p> <p>Willingness to be flexible and work effectively within the wider team</p> <p>Excellent communication and interpersonal skills including relationship building with internal and external customers.</p> <p>Willingness to develop self and others</p> <p>Good organisational and administrative skills</p> <p>Ability to build relationships of trust and respect</p> <p>Integrity</p> <p>Analyse and simulate information quickly</p> <p>Multi-task effectively</p> <p>Respects confidential nature of work and maintains absolute confidentiality as required</p> <p>Ability to work as part of a team to achieve outstanding practice</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>
<p>Other</p>	<p>DBS check carried out on appointment</p> <p>Potential travel to all Group sites and employer workplace, including overnight stays</p> <p>Access to own transport</p>	<p>E</p> <p>E</p> <p>E</p>	

	Smart business dress	E	
	Full UK Driving Licence	E	
	Sufficiently mobile to undertake the duties of the post	E	
	Sufficiently flexible to undertake the duties of the post	E	

Qualities identified and determined by:

E = Essential

D = Desirable