



## Job Description

<b>Job Title</b>	Trainer
<b>Department</b>	SGS Life
<b>Reporting to:</b>	Head of SGS Life/Programme Manager
<b>Main Purpose of the role</b>	
<p>To support the Business Development Manager and the Offsite Provision team to administer the Adult Community Learning growth strategy:</p> <ul style="list-style-type: none"> <li>• Meet the needs of learners, the community and employers</li> <li>• Contribute to the achievement of college targets</li> <li>• Respond to changing government and funding agency priorities</li> </ul> <p>This is a role which requires the successful candidate to inspire learners through creating a learning environment where their personal development and achievement is met.</p> <p>The role requires drive, flexibility, organisation and self-motivation with a high level of emotional intelligence to be able to effectively maintain key relationships both externally and internally.</p>	
<b>Key Tasks / responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Under the supervision of the Programme Manager, to coach, assist and support students to achieve qualifications successfully, within a reasonable time frame. This may require an element of flexible working to suit availability of staff. It also requires the experience to deal with varying abilities within groups, and the sensitivity to identify possible particular Learning Requirements.</li> <li>• Deliver employability courses out in the community to adults looking for employment, or further development</li> <li>• Maintain up to date and accurate learner and programme documentation including reviews, ILPs, registers and learner tracking.</li> <li>• Assist with learner recruitment</li> <li>• To work closely with other Assessor/Tutors to support a group of learners in a learning environment</li> <li>• To work with students on a one to one basis as required. This may not always be within the confines of a classroom</li> <li>• Complete and submit compulsory documentation in a timely manner</li> <li>• To ensure the associated organisational and required administrative work, preparation and marking is undertaken.</li> <li>• To provide the appropriate student welfare and academic/non-academic counselling responsibilities and ensure safeguarding procedure is adhered to.</li> <li>• To conduct curriculum development work including identification of learner requirements, planning, development and evaluation of courses and course materials.</li> <li>• To ensure the administration and management of subjects/units/modules of education and training,</li> </ul>	

including updated | Schemes of work/Lesson Plans and Risk assessments.

- Attend team meetings
- Any other duties as required by Line Manager from time to time and assist in other areas of SGS Life Provision as required such as open days/evenings and jobs fairs
- To participate in internal verification and moderation procedures and to support the College quality assurance and control procedures.
- To support and participate in in-service training and staff development programmes based on assessment of individual and College needs.
- To participate in College staff development initiatives relating to equal opportunities and disability issues in line with College policies.
- To ensure subject updating activities including curriculum and professional are undertaken and agreed with the line manager.
- To observe and have responsibility for the College Health and Safety policies. This includes the duty to take reasonable care to avoid injury to themselves or others by their work activities or omissions, and to co-operate with their Employer in the discharge of its statutory duties
- To be a positive role model for all students

#### **Role Dimensions**

- Working with a team of trainers, tutors, support workers and administrators
- Managed by Head of Department
- Teach Employability qualifications
- Job Coach/Mentor

#### **Key Interfaces**

- SGS Life Office team – Administrators, IQA, HOD, Programme Manager
- Contacts within various venues including college campus
- Colleagues in other adult departments across SGS College
- Job Centres, Voluntary organisations, Local Councils, WECA, Job Fairs, Community groups and centres
- Learners
- Employers

#### **Supporting College Goals and Values – all roles**

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.

This means:

- Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of the College as one that is committed to the highest standards of delivery and service.
- Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.
- Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.

<ul style="list-style-type: none"> <li>Promoting and implementing best practice in Health and Safety,</li> </ul>					
<b>Measurable Performance Standards for this role</b>					
<ul style="list-style-type: none"> <li>Highest possible levels of retention and achievement of learners</li> <li>Support recruitment to ensure the meeting of Department funding target</li> <li>Offer high quality training and work towards the department aim to be recognised as outstanding</li> </ul>					
<b>Level of Disclosure and Barring (DBS) disclosure required</b>					
Enhanced with barred list checks					
<b>Author and Date</b>					
<b>Sarah Kopera</b> <b>5<sup>th</sup> February 2023</b>					
<b>Job Evaluation (for HR Completion)</b>					
<b>Score</b>		<b>Profile</b>		<b>Level</b>	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

# Person Specification

## Trainer



Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
GCSE English Language and Maths or Level 2 Communication & Numeracy Key Skills	✓		Application form
Assessor or Quality Assurance award		✓	Application form
Teaching qualification	✓		Application form
Qualified and experienced Internal Verifier		✓	Application form
<b>Experience and knowledge</b>			
Recent and relevant industry experience	✓		Application form/interview
Knowledge of the Further Education sector		✓	Application form/interview
Track record as effective teacher/assessor achieving excellent success rates	✓		Application form/interview
Sound subject knowledge in an identified subject		✓	Application form/interview
<b>Skills and abilities</b>			
IT Literate (especially proficient in the use of Excel and Word)	✓		Application form/ test at interview
Organisation skills	✓		Application form/ test at interview

Criteria	Essential	Desirable	Assessed by
<b>Essential College attributes</b>			
<b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
<b>Influencing skills:</b> The ability to persuade others.		✓	Application form/ interview
<b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
<b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
<b>Circumstances of role (if applicable)</b>			
Ability to meet particular conditions of the role e.g. unsocial hours or travelling between campuses	✓		Application form