**POST TITLE: Training Co-ordinator**

**POST NO: WREQ**

**GRADE: LECTURER SCALE 1**

**JOB PURPOSE**

# As a Training Coordinator for Weston College, you will be supporting the development of apprentices’ skills, knowledge and behaviours by reviewing targets and communicating with employers to support the progress of apprentices. You will utilise a full and varied range of support techniques with apprentices at the College and/or the workplace or virtually.

# KEY DUTIES AND RESPONSIBILITIES

The person appointed will report to the Training and Development Manager for the following:

* Review learners’ work, files, and portfolios, as required to ensure progress is being made and deadlines and targets are met.
* Manage a caseload of learners and conduct regular review meetings with learners and employers to facilitate progress and development of knowledge, skills and behaviours.
* Monitor learner progress and achievement throughout the programme on Smart Assessor and other electronic platforms, keeping accurate and up-to-date records and liaising with Assessors/employers to confirm competence.
* Preparing and coordinating learners for End Point Assessment ensuring engagement and agreement of their employer and the EPA organisation.

1. Ensuring ‘at risk‘ learners are identified in a timely manner and strategies are put in place to mitigate early leavers.

* Ensuring employers are engaged in their apprenticeship programmes, are involved in updates to the ‘Employer Plan’ and participate in reviews of progress.
* Identify and support learners to achieve destination outcomes at the end of their programme
* Support the development of maths and English skills to ensure learners achieve the qualifications they are enrolled on.
* Signposting learners and/or employers to the appropriate college section in which to address specific welfare, counselling, and additional learning support matters, and following this up to ensure that appropriate action has taken place.
* Acting as an ambassador of Weston College at all times, whilst undertaking your role, particularly in the employers’ workplace, and positively promoting Weston College and its reputation at all times, referring matters of learner and employer needs to the College.
* Understand and comply with ISO27001 requirements.

# SPECIFIC DUTIES

In addition to the above duties, the post-holder will be responsible for:

* Agreeing and meeting performance targets.
* Liaising professionally, where appropriate, with external clients and workplace representatives, promoting the College and its associated and relevant educational products.
* Working efficiently and effectively to ensure the success of learners.
* Attending team meetings and one-to-one meetings with your line manager.

## GENERIC TASKS / DUTIES

## In addition to the above requirements, all representatives of the academic staff are required to:

## Complete all associated organisation / administrative work, preparation, and assessment.

## Participate in standardisation and quality assurance of assessment.

## Deal with immediate learner disciplinary and welfare problems.

## Keep and maintain specified learner and class records.

## Meet the requirements of the Health & Safety at Work Act 1974 and the College’s Health & Safety Procedures.

## Undertake such duties as may be reasonably required, commensurate with the grade of the appointment.

## CONTACTS

Internal and external clients and partners, learner, staff within the organisation especially faculty staff.

**HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their work area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College’s Health and Safety Policies with respect to their specific duties and responsibilities.

**STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College’s staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

**CONDITIONS OF SERVICE**

The College standard Contract of Service applies for Management Spine staff.

**SALARY**

Lecturer Scale, Point 1: £23,840 per annum.

**HOURS**

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and college closures.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environment (VLE). Digital platforms, including e-portfolios and classroom equipment.

**Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| Five GCSEs at grade 4 / C or above (or equivalent), including English and Mathematics.  *All applicants must be able to provide evidence of a Level 2 qualification in English and Mathematics or be willing to undertake the Qualification whilst in post.* | ✓ |  |
| Experience of working with learners and/or employer on delivering learning programmes |  | ✓ |
| Assessors Awards: TAQA, A award or D32 / 33. |  | ✓ |
| Vocational Internal Verifier Award V1 or D34. |  | ✓ |
| Knowledge of Further Education curriculum, especially work-based learning and apprenticeship provision. |  | ✓ |
| Knowledge and experience of using remote learning platforms such as MS Teams to progress learners while not attending College | ✓ |  |
| To comply with Information Security requirements in line with College policy. | ✓ |  |
| To be able to work unsupervised demonstrating self-management when under pressure and in demanding situations. | ✓ |  |
| Computer Literacy and good administrative skills. | ✓ |  |
| Highly motivated with the ability to respond positively to change. | ✓ |  |
| Excellent organisational skills. | ✓ |  |
| Excellent interpersonal skills. | ✓ |  |
| Ability to work as part of a team. | ✓ |  |
| Excellent communication skills. | ✓ |  |
| Full driver’s licence and own transport. | ✓ |  |