

Organisation:	Keighley College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	Workshop Facilitator
Job Title:	Workshop Facilitator
Reports to:	Programme Manager
Grade	T1
Date of compilation:	29/08/2024

SPECIFIC ROLE RESPONSIBILITIES:

1. Plan, prepare and create training, skills development and assessment plans.
2. Instruct, train and assess learners vocational skills at various levels across a specialism of expertise.
3. Create individual SMART targets linked to learner progression.
4. Responsible for recording student progress and supporting students to achieve targets.

CORE RESPONSIBILITIES:

1. Plan, prepare and create training, skills development and assessment plans in accordance with quality standards.
2. To deliver quality training and assessment in appropriate environments to achieve successful outcomes for learners and employers.
3. Supervise learner work experience and or placements.
4. Assess student work, provide feedback to help the learner improve and record learner's progress.
5. Create targets and track, monitor and record progress against them. Implement interventions where needed.
6. Build positive relationships with learners and provide support to ensure successful outcomes.
7. Maintain CPD in subject specialist knowledge and skills, as well as training and assessment, to ensure training and assessment conforms to current best practice.
8. Maintain quality standards.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Workshop Facilitator
Department	

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 2 Literacy and Numeracy qualification or equivalent	A / C
E	Q2. Appropriate level 3 teaching qualification e.g. Level 3 Award in Education and Training, PTTLs (or willingness to work towards)	A / C
E	Q3. Highest level technical qualification in relevant work-related discipline	A / C
D	Q4. Assessor qualification (or willingness to work towards)	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of delivery of training/ instructing groups and assessing learning	A / I / P
E	EK2. Experience of working in industry within at least one of the relevant curriculum areas relating to the role (e.g. Photography, Dance, Sport, Hair & Beauty)	A / I / T
D	EK3. Experience of working with young people	A / I / T
D	EK4. Experience of working with employers and other stakeholders	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent written and verbal communication skills	A / I / T / P
E	SC2. Ability to work effectively with learners at different levels.	A / I / T / P
E	SC3. Ability to keep accurate and timely records	A / I / T / P
E	SC4. Excellent organisational skills, ensuring deadlines are met	A / I / T
D	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I / T
E	SC6. Ability to create suitable targets for individual learners to support achievement and progression	A / I / T

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I