

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Trainer	
<b>Reports to:</b>		Programme Manager	
<b>Job Grade</b>	LEG B	<b>Department</b>	Foundation Studies

### SPECIFIC ROLE RESPONSIBILITIES:

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

### CORE RESPONSIBILITIES:

1. To provide engaging sessions to groups of students in Foundation Studies
2. To liaise with the department Programme Manager, teachers and trainers to provide tailored support and schemes of learning
3. To support learners in preparation for adulthood
4. To facilitate students in working towards EHCP and personal targets
5. Monitor and track attendance
6. Any other duties that are specific to the department.
7. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

## **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 Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

### **Ownership**

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

### **Collaborative**

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

### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Trainer
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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	A / I / T

	relating to the role (e.g. <i>Photography, Dance, Sport, Hair &amp; Beauty</i> )	
D	EK3. Experience of working with young people	A / I / T

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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

