

Group Member:		Leeds City College	
Job Title:		Trainer - PMLD / SEND	
Reports to:		Programme Manager	
Job Grade	LEG B	Department	The Vine

ROLE SUMMARY:

Leeds City College is the main education provider for post-16 students within the Leeds City region. This role requires an experienced SEND professional to lead on the placement and support of students with Educational Health Care Plans, SEND and ALS needs across a specific campus/cohort. You will ensure that the team have all the information they need to be able to effectively contribute towards positive outcomes for disadvantaged and vulnerable students, and line manage a highly effective team within the SEND department.

CORE 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.
5. Supervise learned work experience or workplaces where necessary.
6. Build positive relationships with learners and provide support to ensure successful outcomes.
7. Provide a level of cover and support in the absence of staff or when necessary.

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 relational 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

Ownership

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

Enjoyment

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

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

Creative

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

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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
D	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.	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
D	EK5. At least 1 year experience of working with High Needs learners, both LDD and Complex Needs.	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 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 relational practice approaches	I