

Animal Care Tutor/Assessor

Contract Term: Permanent

Hours: Full-time, 37 hours per week

If you would like to work for a company who has been included in the Times Top 100 Large Companies to Work for in the UK and one that also holds Investors in People Platinum we would love to hear from you!

Who we are

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Traineeships, Apprenticeships, Higher Apprenticeships and schools across 30 different sectors throughout Wales and England.

ACT is all about its people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do

We are looking for an innovative and empathetic individual who will develop and provide skills training and activities for learners on Traineeship programmes. The primary purpose of the role is to engage with learners who are not in education, employment, or training (NEET) through set modules comprising of mini projects, volunteer, enterprise and community schemes.

The successful applicant will have the ability to differentiate and challenge all learners' ability levels. Group sizes can vary between 15 – 30 learners whose ages range between 16 and 19 years old. As an Animal Care Tutor/Assessor you will help learners to think about their futures and provide some focus on accessible career paths, whilst creating progression opportunities for both further work-based learning and employment.

The role is predominately based at ACT's Hadfield Skills Centre, however, frequent cover across other centres is to be expected, dependent on learner need.

The Animal Care Tutor fits within the Traineeship department reporting to the Animal Care Sector Lead.

What we offer

- Salary up to £23,500 per annum.
- Generous holiday package (over 40 days per year)
- Contributory pension scheme
- Healthcare scheme
- Excellent employee benefits
- Starting Total Reward Package, up to £26,200 per annum

What you are responsible for

- To organise meaningful training and activities for learners, including trips and guest speakers in line with the Animal Care Curriculum.
- To plan and deliver progressive sessions that build on previous learning and provide evidence towards employability and personal development, underpinning any relevant qualifications highlighted in their referrals.
- To ensure learners are adequately prepared and given the opportunity to progress onto higher education and or employment within a timely manner by liaising effectively with opportunities staff.
- To use Vision and other in-house systems in order to monitor and maintain attendance levels.
- To identify learners who are at high risk of disengaging and implement strategies to prevent this from happening (enlisting the support of our AWO's where necessary).
- To liaise with Job Centres, Careers Companies, including Gateway and other referral support agencies in order to promote ACT's services and maintain good working relationships.
- To provide prospective learners with information on ACT's programmes and services and assist in promoting and marketing learning programmes to employers and learners.
- To carry out meaningful interviews, inductions, initial assessments and reviews on learners to measure progress and identify actions and training needs.
- To provide mentoring support to learners on all routes.
- To ensure positive progressions for learners leaving ACT.
- To carry out any related administrative duties required enabling the smooth running of the Animal Care Traineeship Programmes liaising with all routes and administrative department.
- To adhere to and promote ACT's environmental practices.
- Any other duties as requested by your Sector Lead or Programme Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes.
- To develop yourself by attending courses, meetings, training events, workshops and seminars, in order to not only develop yourself but also the company.

- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display **ACT** core values at all times.

What we are looking for

		Assessment Method	Essential	Assessment Method	Desirable
Experience	A	Application	Minimum of 2 years' experience of working with NEET learners	A	Application/ Interview Working within the Work Based Learning/training sector
Qualifications & Knowledge	A	Application/ Certificate verification	Good level of Literacy & Numeracy: Grade C or equivalent	A	Application/ Interview Knowledge of Work Based Learning sector
				B	Application/ Interview IQA Qualification
	B	Application/ Certification Verification	Level 3 or above qualification in Animal Care	C	Application/ Certification Verification Teaching qualification/assessor, such as PGCE TAQA or equivalent
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview Welsh Speaker
	B	Interview	Ability to develop others		
	C	Interview	Proven track record of meeting targets		
	D	Interview	The ability to identify potential barriers to learning and to plan strategies to overcome these barriers		
	E	Interview	Excellent written and verbal communication skills		
	F	Interview	Well organised		
	G	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel		
	H	Interview	Willingness and ability to be flexible and go above and beyond as and when needed		
	I	Interview	Team player with ability to work on own initiative		
		Interview	Willingness to undertake personal & professional development in relation to your role and business needs		
Personal Qualities	A	Interview	To uphold ACT Values		
Other	A	Interview	Hold a full U.K. driving licence and has access to vehicle		

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=18820-FD09FE85-9CBA-4AC3-83D3-871C6686C059>

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