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| **Job Details** | Oct 2020 |
| **Job Title** | Trainer Coach |
| **Department** | Operations |
| **Reporting to**  | Team Leaders |
| **No. Reports** | None |
| **Location** | Wales |
| **Hours of Work** | 08:30 – 16:30The standard hours will be 37.5 per week (excluding meal breaks) but the nature of the role will, on occasions, require working in excess of these hours to ensure core objectives are achieved. This may include evening and weekend work. |
| **Salary** | As advertised |

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| **Purpose of Job / Company Values** |  |
| To manage, review, assess and train a caseload of learners who are based in the workplace and are currently undertaking Apprenticeships across our learning routes. To ensure that the success rates of learners are at or above the level set by The Group. To teach, assess and record all aspects of the vocational route using where appropriate e-portfolios and creating a bespoke programme for each apprentice and their employer. |

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| **Key Responsibilities / Accountabilities**  |  |
| * Responsible for learners working within a group of subject areas and will be required to keep up to date with qualification, training and skills needs within those sectors and to use this knowledge to inform innovative delivery models that genuinely meet the needs of Educ8 customers.
* Plan and deliver Apprenticeship programmes according to relevant Awarding Bodies, Standards, funding and organisational requirements
* Plan and deliver workshops or ‘off-the job’ training sessions where necessary to provide effective teaching and learning opportunities to fulfil requirements of the programme
* Prepare and develop resources to support delivery of the learning programme
* Provide support, information and guidance to learners through a coaching model
* Completion of timely learner progress reviews and target setting
* Track learner progression and assess achievement to ensure timely completion of programmes
* Support, deliver and develop learners awareness and skills in areas including literacy, numeracy, digital literacy, employability, Welsh Language and sustainability
* Support contract, quality and compliance requirements to ensure learner and caseload targets are met
* Contribute, support and comply with all contract requirements and corporate strategies including but not restricted to: Health & Safety Code of Practice, Contract & Audit requirements, Awarding Body requirements, Information Security Requirements, Safeguarding
* Plan, implement and deliver the basic skills, numeracy, literacy and digital literacy strategies in line with any changes, the quality strategy and Awarding Body requirements
* Maintain accurate records of learner assessments and achievements
* Accredit successful completion of learner tasks including work based activities in line with assessment and verification policy, completing all related administrative activities
* Maintain efficient record keeping and tracking systems using the systems provided and stipulated and report agreed targets in a timely manner against agreed deadlines
* Conduct assessment, evaluation and progress reviews as appropriate. Providing of regular and purposeful reports to employers, apprentices, learners and line managers so that there is a clear plan of action which is time bound for each learner and which allows completion with agreed target dates
* Have a commitment to continued professional development and a willingness to explore opportunities for further development
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| **Essential Criteria** |  |
| * Experience of delivering the Advice & Guidance qualification
* Occupational competence within subject area
* Level 3 Practitioner Award in Literacy, Numeracy or Digital Literacy
* Experience of assessing vocational qualifications
* Assessing and/or verifying qualification (eg A1/V1/TAQA)
* Registered practitioner with the EWC (Wales only)
* Occupational competence within the education and skills sector
* Strong administration ability with a keen eye for detail
* Highly organised and punctual
* Digitally competent and confident
* Full driving license, willing to travel across South Wales
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| **Desirable Criteria** |  |
| * Knowledge of Welsh Government WBL funding contract specifications
* Demonstrable experience of partnership working with a range of organisations
* Ability to react flexibly under pressure and to work to tight deadlines
* PGCE or equivalent
* Coaching qualification
* Ability to speak Welsh desirable
* Demonstrable commitment to equality and diversity
* Experience of contributing, supporting and complying with all contract requirements and corporate strategies including but not restricted to: Health & Safety Code of Practice, Contract & Audit requirements, Awarding Body requirements, ESTYN, Information Security Requirements and Safeguard
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| **Key Technologies** |  |
| * E-Learning Online Portfolio System, Moodle Delivery Modules per qualification
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| **Key Relationships** |  |
| **Internal** | * Internal Quality Assurers, Customer Account Managers, Administrators
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| **External**  | * Learners and Employers
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