

**Job Title:**            **Employability Trainer**

**Salary:**             **Scale 22 – 25 BAR 26 – 29 (Business Support)**

**Reports to:**        **Employability and Opportunities Co-ordinator**

## **JOB DESCRIPTION**

### **JOB PURPOSE**

To raise the employability levels of Traineeship Learners and external customers of Pembroke College by delivering group and 1:1 training sessions on employment related topics in line with the Welsh Government (WG) Programme Specification. To support individuals in their journey towards sustainable employment and where appropriate, further learning opportunities. Ensure that WG contract performance, compliance and minimum service levels are achieved and that all customer records are accurate.

### **KEY RESPONSIBILITIES**

- Respond to Working Wales referrals and interview prospective learners
- Draw up Traineeship Learning Plans and Learner Agreements for every learner and monitor their progress against those plans in accordance with College best practice, but as a minimum in line with WG programme specifications and Estyn requirements.
- Support learners with in-depth assessments of training needs and then arrange or deliver appropriate Traineeship training including a structured induction programme allowing feedback and guidance within and outside the practical setting through an agreed tutorial programme using e-track to monitor progress.
- Develop, prepare and deliver appropriate employability training sessions to groups of learners at Engagement level to prepare the learners for Employability or further learning
- Deliver both centre based training at Engagement level (as per programme specification).
- Deliver work-based assessments for Traineeship learners following both Engagement and Level 1 programmes and carry out Health and Safety checks on prospective placements
- Work with businesses to build and maintain relationships and to secure Traineeship placements with existing and new organisations as directed by your line manager.
- Arrange suitable off the job training (day release) for Traineeship learners through liaison with your line manager and Curriculum Area staff
- Maintain effective standards of learner motivation and behaviour through practical solutions in accordance with the College's behaviour strategy.

- Regularly review each learner in accordance with the quality standards laid down by WG programme specification and Estyn.
- Be responsible for the accurate and timely completion of information to compile WG claims and meet PAGES audit requirements
- Provide a learning experience that is flexible and productive using a variety of delivery methods including the utilisation of ICT.
- Support learners with essential skills, where appropriate, and be able to embed essential skills into the employability area where applicable.
- Establish and maintain monitoring and review arrangements for learners undertaking training
- Ensure learner files are well maintained and comply with internal and external audit procedures, responding to actions accurately and within a week of identification.
- Ensure learner progression targets are being met in accordance with the WG specification and demonstrate consistent standards of performance in accordance with the College appraisal process
- Interact with learners with the aim of building confidence, identifying progression and suitable realistic job opportunities.
- Ensure Traineeship Learners have a structured experience of current learner focussed initiatives, policies and procedures eg Respect campaign, equality and diversity, learner voice
- Endeavour to progress learners onto higher learning or sustainable employment, gathering the necessary evidence to submit to MIS for claiming in a timely manner
- Offer advice and guidance to learners and refer them on, when relevant, to suitable internal or external agencies for more specialised advice
- Maintain records of sessions delivered and support provided using the necessary systems and processes.
- Adhere to all College finance regulations and those required of the College WG Programme Specification
- Provide a high level of customer service for all stake holders, working from within the Employability Team, across a range of College and external agencies.
- Work to internally and externally agreed deadlines in accordance with procedures and in response to targets.

## **GENERAL RESPONSIBILITIES**

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.

- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.
- To comply with the requirements of the Welsh Language Standards and contribute towards facilitating language choice within the College's service and curriculum provision.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

## PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of assessment
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Level 3 qualified in a relevant field</li> <li>• Level 2 IT qualification or competent IT user with experience of record keeping and the use of online services.</li> <li>• IOSH</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a recognised teaching qualification such as AET (Award in Education and Training - formerly PTTLs) or equivalent</li> </ul>	Application form
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with employers in support of recruitment</li> <li>• Experience of working in a customer focused, results driven environment</li> <li>• Understanding of the local labour market and benefit system</li> <li>• Experience of training</li> <li>• Experience of dealing with challenging behaviour</li> <li>• Understanding of Safeguarding requirements</li> <li>• Highly proficient with the use of the Microsoft Office Suite</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a Further Education institution.</li> </ul>	Application form/interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Able to work accurately towards targets and deadlines.</li> <li>• Excellent organisational skills</li> <li>• Ability to work effectively with students, staff and external customers</li> <li>• Ability to build rapport and work effectively with employers and challenging individuals</li> <li>• If no knowledge or limited Welsh skills, be willing to work towards and achieve appropriate level within an agreed timescale</li> </ul>		Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• An understanding of the needs of long term unemployed people with a genuine desire to help</li> <li>• An approachable, flexible and professional manner with a willingness to work flexibly (including occasional evening &amp; weekend work)</li> </ul>		Interview

	<ul style="list-style-type: none"> <li>• Able to use initiative at all times</li> <li>• Strong Team player</li> </ul>		
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Suitable to work with children and vulnerable adults</li> <li>• Ability to make own arrangements to travel to specific off-site venues</li> </ul>		Application form interview