



Skills Training UK

training in a different class

Traineeship Trainer

Location: Birmingham

Reporting to: Centre Manager

Type: Full Time, Permanent

Applications will be accepted by curriculum vitae (CV) with cover letter explaining why you feel you are suitable for the position. To apply, upload your CV to our applicant tracking system [here](#).

Introduction:

Skills Training UK is a leading independent Apprenticeships and Traineeships provider partnering both Levy paying and SME employers with training to meet their needs. We are at the forefront of thinking and policy in skills, education, and employability. Each year we empower thousands of young people and adults to improve their lives by developing the skills and self-belief to progress.

Purpose of the Traineeship Trainer:

The Traineeship Trainer will be responsible for the planning, delivery and development of our Traineeship programme for 16-24-year olds, which consists of employability skills, functional skills in Maths and English, and vocational short-courses.

Vocational short courses include business administration, customer service with aspects of marketing.

They will effectively manage the classroom and learners, in order to ensure learners are making progress through the programme, against specific qualifications ensuring adequate support and stretching and challenging activities, whilst also supporting personal objectives such as confidence and career progression.

Job Tasks and Responsibilities:

- Deliver classroom-based delivery of employability skills, functional skills in Maths and English, and Edexcel vocational short courses.
- Motivate and inspire learners through the programme.
- Ensure learners understand the requirements, features, and benefits of their programme.
- Help develop and roll out an effective and engaging learning model.
- Contribute to on-going development of schemes of work and curriculum plans.



- Attend and participate in meetings.
- Maintain a high standard of training and assessment and ensure performance targets are achieved.
- Effective interpretation of a range of initial assessment and diagnostic tools, to effectively plan the required support for learners undertaking Maths and English.
- Devising learner journeys / action plans taking into consideration various learning styles and individual learner needs.
- Coach, guide and encourage learners to give them the necessary skills, motivation, and knowledge to progress.
- Offer information, advice and guidance to learners throughout their programme to support their progression into a positive destination.
- Successfully manage learners' attendance and time keeping, to ensure effectiveness of learner engagement during programme.
- Ensure a 90% retention rate, from learners commencing programme through to completion of programme.
- Be responsible for and effectively manage a cohort of learners.
- Mark, Assess, monitor, and provide feedback on learners' work.
- Facilitate effective timely reviews with learners and provide appropriate pastoral support to learners to enable them to complete their functional skills.
- Maintain an 85% first time pass rate on all exams, with an overall 80% qualification achievement rate.
- Ensure effective completion of all compliance paperwork, as required for ESFA funding rules.
- Complete daily, weekly, and monthly reports as set and requested by Operations Manager to report on qualification progress tracking and any other related information.
- Work to, and achieve company set key performance indicators
- Demonstrate commitment to equality and diversity, British Values and actively embed this within all teaching practices.
- Ensuring adhering to Health and Safety always.
- Attend training events / courses as required, maintaining own CPD
- Attend and actively participate in Academy meetings as directed by Operations Manager.
- Completion of all and any other duties as reasonably requested by the Operations Manager.

Required skills and behaviours

- Have excellent communication skills (oral and written) and effective interpersonal skills.
- Excellent ICT skills.
- Excellent organisational and administrative skills.
- Be able to maintain spreadsheet and MI system records.
- Able to work accurately towards targets and deadlines.
- Be able to engage and develop professional relationships with young people with potentially challenging barriers and from diverse backgrounds.



- Be able to use presentation, computer and software applications or equipment effectively, including Excel.
- Be able to produce accurate daily, weekly, and monthly reports.
- Be able to work competently with the minimum of supervision.
- Be able to maintain a high standard of attendance, timekeeping, conduct and professional appearance, to act as a role model.
- Be flexible to adapt to programme changes as they occur.
- Be professional, ethical and persuasive.
- Be committed to a high standard of customer care.
- Have experience of programmes aimed at 16 - 24yr olds.
- Have knowledge of the Ofsted inspection process.

Education and experience

Essential

- Recognised Teaching qualification PGCE, PTTLL's, DTLL's or equivalent
- Level 2 qualifications in English and Mathematics.
- Minimum of 3 years' experience delivering up to and including Level 2 Functional Skills.
- Minimum of 2 years' experience working with young people aged 16-24.

Desirable

- Assessors/Verification qualification
- Level 2 IAG qualification

The benefits of the role:

- Generous holiday allowance
- Excellent pension scheme
- Expenses
- Life Assurance
- Access to an Employee Assistance Programme

Equality of Opportunity:

Skills Training UK is fully committed to the principle and promotion of equal opportunities for all and opposes all forms of unlawful or unfair discrimination, direct or indirect. All employees are expected to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Skills Training UK wishes to ensure that it complies with the requirements of the Equality Act. If you are a disabled person, please ensure that we know what you need so that we can make reasonable adjustments to help you succeed.





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Health & Safety:

Skills Training UK is committed to the health, safety and welfare of its employees and customers. Health & Safety should form an integral part of normal working practices and all employees are expected to recognise their responsibilities under the Company's Health & Safety policy.

Continuous Improvement:

Skills Training UK is committed, and all employees are expected to work proactively to secure continuous quality improvement and achievement of the highest possible standards.

Probationary Period:

Appointment will be subject to a probationary period of six months in the first instance in the case of new staff to Skills Training UK.

Disclosure and Barring Service (DBS) check:

For positions involving working with children and/or vulnerable adults, the successful candidate will be subject to an enhanced Disclosure check through the confidential process administered by the Disclosure and Barring Service. A conviction may not exclude candidates but will be considered as part of the recruitment process.

