

# Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity  Specified Place  Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

Closing date for receipt of applications: Wednesday 11 December 2024 at 12 noon

## South West Durham Training

### Associate Trainer

37 hours per week, permanent position to commence as soon as possible

Post No.: RS24/25/194

Salary: Fixed point 25 (£27,685.06 per annum)

Responsible to: Executive Director

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: The effective and efficient teaching and coordination of courses within the relevant Faculty area.

Objective of the job: as above

Candidates for the post of **Associate Trainer**, must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	<p>A minimum of a Level 2 qualification in a relevant subject (ideally welding).</p> <p>Safeguarding Level 1 (to be achieved within 6 weeks)</p> <p>Level 2 in Literacy (or willing to work towards within 2 years)</p> <p>Level 2 in Numeracy (or willing to work towards within 2 years)</p>	<p>IT qualification</p> <p>Level 2 Equality &amp; Diversity</p> <p>Level 2 in Literacy</p> <p>Level 2 in Numeracy</p> <p>TAQA, Assessor IQA</p> <p>Certificate in Education (or be willing to work towards within 2 years)</p>	<p>Application Form</p> <p>Certificates</p>
Experience	<p>Relevant vocational experience</p> <p>Experience of delivering MIG welding based training</p> <p>Experience of supervising people of all ages.</p> <p>Competence and experience of electrical installations</p>	<p>Assessing experience with adults and young people</p> <p>Demonstrating experience of designing and delivering innovative and creative training including training material</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Knowledge and skills	<p>Ability to deliver Information, Advice and Guidance</p>	<p>Knowledge of Education Based Quality Management Systems</p>	<p>Interview</p> <p>References</p>

	Essential	Desirable	Where identified
	<p>Excellent communication and presentation skills Knowledge of teaching and training techniques</p> <p>Ability to plan, organise and manage a range of projects</p> <p>Willingness to undertake further learning and development</p>	<p>Knowledge of equality and diversity and safeguarding</p> <p>Awareness of risks and hazards associated with manufacturing processes and familiarity with risk assessment</p>	
<b>Personal qualities, attitude and behaviours</b>	<p>Ability to motivate people of all ages</p> <p>Self-management abilities</p> <p>Ability to engage positively with people of all ages</p> <p>A flexible pro-active approach to work</p>		Interview

## Section A • Primary Responsibilities

### 1 South West Durham Training Strategy

All members of staff have an important role to play in achieving the mission, aims and objectives stated in South West Durham Training Development Plan.

### 2 Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of South West Durham Training Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.

### 3 Staff Development

It is expected that all members of staff will participate in South West Durham Training Staff Development Programme, aimed at maximising staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by South West Durham Training.

### 4 Client Focus

All members of staff are expected to manage and develop their role and responsibilities so as to focus on improving South West Durham Training services to students and other clients. The individual should represent and market South West Durham Training at any appropriate opportunity.

### 5 Overall Responsiveness

Working flexibly, efficiently and in full co-operation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within South West Durham Training.

Undertaking other such duties and responsibilities as are required to provide the service expected from South West Durham Training.

## 6 Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist South West Durham Training Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

## 7 Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to South West Durham Training.

## 8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) To ensure all Learners maximise their potential and achieve their learning targets.
- b) To teach, train and assess learners of all ages in the classroom, workshop and workplace. This includes delivery of relevant occupational area, equality and diversity, health and safety and safeguarding, employment rights and responsibilities, personal learning and thinking skills and functional skills.
- c) To make appropriate arrangements for the monitoring, reviewing and evaluation of training in Centre and in company premises to achieve planned outcomes and to take the appropriate action where necessary.
- d) To track Learner progress through standardised Company systems.
- e) To provide Executive Director with Learner Progress Reports at Case Conference Review at the end of each month.
- f) To assist in the selection and recruitment procedures to ensure that the Centre is able to recruit the necessary learners in the correct locations to fulfil its contractual commitments.
- g) To ensure that learners receive a full induction and it is recorded both in Centre and in Company.
- h) To complete and update electronic diary to enable monitoring of activities to take place.
- i) To plan, develop and maintain schemes of work and lesson plans and course materials to ensure compliance with all contractual requirements and make available in the Resource Library
- j) To liaise and visit placement providers to develop effective working relationships as necessary

- k) To ensure the Safe Learner principles are met, monitor Health & Safety compliance in company or in centre and record at learner progress review.
- l) To meet the Awarding Organisation requirements for Assessment and Internal Verification.
- m) To ensure timely completion of all the appropriate training records for Learners.
- n) To liaise closely with SfL team to ensure Learners identified with additional needs are supported.
- o) To ensure adequate, frequent planned assessment visits take place at a maximum six weekly frequency, dependant on contractual requirements
- p) To ensure all Learners achieve their planned programme within their allocated time.
- q) To ensure Learner reviews are completed on a maximum 12-week basis.
- r) To promote all activities provided by the Company.
- s) To be responsible for the effective management of case load of learners.
- t) To support external events such as Careers Days and school activities.
- u) Take part in CPD as requested to meet contractual requirements
- v) Any other duties as may be required from time to time by Management.

## **General**

- w) To comply with the Centre's policy on Health and Safety.
- x) To comply with the Centre's policy on Equality & Diversity.
- y) To comply with the Centre's policy on Quality.

## **Section C • General**

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the company environment.

South West Durham Training has an Equality and Diversity Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. South West Durham Training is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Please note that any systems, policies, procedures and processes which are those of Bishop Auckland College and are in place for South West Durham Training must be adhered to.

Name: .....

Signature: .....

Date: .....

**Last updated: November 2024**