

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: Sunday 16th August 2026

South West Durham Training

Skills Trainer

37 hours per week, permanent position to commence 1st September 2026

Post No.: RS26/27/53

Salary: Fixed Point 27 (£31, 072.39 per annum – pay award pending)

Responsible to: Executive Director SWDT

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: Providing skills training to fabrication and welding students and apprentices.

Objective of the job: The Skills Trainer – Fabrication & Welding is responsible for delivering high-quality apprenticeship training and support to learners throughout their apprenticeship journey. The role involves coaching apprentices to develop the knowledge, skills, and behaviours required to achieve occupational competence, conducting progress reviews with apprentices and employers, monitoring progress against apprenticeship standards, and preparing learners for successful completion of their End-Point Assessment (EPA).

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

	Essential	Desirable	Where identified
Qualifications	Level 3 qualification in a relevant subject area (Fab & Weld) Certificate in Education (or be willing to work towards within 2 years) Level 3 Assessors Certificate Safeguarding Level 1 (to be achieved within 6 weeks) Level 2 in Literacy Level 2 in Numeracy	Level 4 qualification in a relevant subject area Level 4 Internal Quality Assurance/Internal Verification qualification Level 2 Equality & Diversity	Application Form Certificates
Experience	Experience of delivering training and assessing on a range of fab & weld courses Competence and experience of Fabrication/Welding and Metalsmith functions and roles.	Recent experience of teaching or mentoring on a range of courses in FE Experience of working within a quality system	Application Form References Interview

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	Essential	Desirable	Where identified
	Experience of coaching, mentoring, or training apprentices or employees. Experience of using IT systems and Microsoft Office software Experience of producing assessment and teaching materials Experience carrying out learner progress reviews and providing developmental feedback.	Experience of preparing apprentices for EPA including portfolio creation,	
Knowledge and skills	Excellent technical knowledge of fabrication and welding processes. Knowledge of apprenticeship standards and End-Point Assessment processes. Awareness of risks and hazards associated with maintenance processes and familiarity with risk assessment. An aptitude for IT and up to date knowledge of software packages and IT systems Confidence in training and presentation delivery A creative and flexible approach to learning and problem-solving Strong organisational skills Experience working with employers and supporting workplace learning. Strong organisational skills with the ability to manage a varied caseload Strong communication and interpersonal skills. Ability to motivate and inspire apprentices.		Interview References
Personal qualities,	Excellent interpersonal and active listening skills to facilitate learning		Interview

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	Essential	Desirable	Where identified
attitude and behaviours	Ability to work as an effective team member Patience, empathy and resilience Enthusiasm and commitment to teaching and learning Ability to demonstrate initiative and flexibility and be committed to service and efficiency		

Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

Our cultural behaviours

Constantly strive to improve...yourself, others and the group

Group over self...do what's right for the group

Pick up the litter...never be too big or too busy to do the things that need to be done

Communicate with kindness and clarity...be positive and constructive

The difference is in the detail...focus on the inputs and the outputs will look after themselves

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 the College's 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

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation 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 the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

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 the College's Health and 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 the College.

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 College 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) Deliver engaging, high-quality training in fabrication and welding aligned to the relevant apprenticeship standards.
- b) Coach and mentor apprentices in developing technical knowledge, practical skills, and professional behaviours.
- c) Support apprentices in applying workplace learning to meet occupational standards.
- d) Develop individual learning plans that reflect each apprentice's progress and development needs.
- e) Provide timely, constructive feedback to encourage continuous improvement.
- f) Promote safe working practices and ensure all training reflects current industry standards and health and safety legislation.
- g) Conduct scheduled progress reviews with apprentices and employers.
- h) Monitor apprentice progress against apprenticeship standards, planned milestones, and individual learning plans.
- i) Record accurate review documentation and maintain compliance with funding and awarding body requirements.
- j) Identify barriers to learning and implement appropriate support strategies.
- k) Work collaboratively with employers to ensure apprentices receive appropriate workplace opportunities to develop competence.
- l) Prepare apprentices for successful completion of EPA through structured coaching and targeted development.
- m) Assess apprentice readiness using mock assessments, professional discussions, portfolio reviews, and knowledge checks where appropriate.
- n) Support apprentices in compiling evidence and maintaining portfolios in line with EPA requirements.
- o) Liaise with employers and internal quality teams to ensure apprentices are entered for EPA at the appropriate stage.
- p) Build positive working relationships with employers and workplace mentors.
- q) Provide guidance to employers on apprentice development and progress.
- r) To promote all activities provided by South West Durham Training
- s) To support external events such as career days and school activities

- t) Any other duties as may be required from time to time by management
- u) To comply with the policy on Health and Safety
- v) To comply with the policy on Equality & Diversity
- w) To comply with the policy on Quality
- x) To maintain and update occupational skills and knowledge through the CPD programme.

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 College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion 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. Bishop Auckland College 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.

Name:

Signature:

Date:

Last updated: July 2026

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