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| **JOB INFORMATION**  **JOB DESCRIPTION** | | | | | |
| **JOB TITLE** | Cycles Workshop Trainer (Bracknell) | | **LOCATION/CAMPUS** | | Bracknell |
| **SERVICE AREA** | Lifestyles - Cycles | | **TYPE** | | Workshop based Tutor |
| **JOB PURPOSE** | | | | | |
| The post holder will provide teaching, training and assessment of students and other client groups to the quality standards set by the College from the Oxford (BBL) Cycles Workshop, and occasionally from other places. Normally Monday to Friday, but will require occasional weekend working. | | | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | | |
| * Development of Cytech and ACA training courses, delivery materials and associated lesson plans and resources * Management of Workshop budgets, to maintain high standards and up to date componentry while remaining within the agreed Workshop budgets * Deliver training in Commercial and Apprenticeship Courses & QCF units in the workplace or classroom to Level 3 in Cycle Maintenance. * Contribute to company’s overall KPIs and targets and meet individually set KPIs and targets * Research and design effective training solutions so that the method of delivery and content meet the Learner’s needs and is clearly set out in their Learning Plan * Be responsible for pre & post course workshop set up including ensuring all equipment & consumables are readily available. Plan and prepare for each course and ensure all course materials available at the beginning of the course. * Flexibility to accommodate occasional evening or weekend work e.g. weekend courses, careers fairs, open evenings, trade shows etc. * Be involved with marketing activities when required by Line Manager, portraying the company in a positive manner at all times * Accurately record attendance via registers and provide accurate information relating to pass/fail of delegates and pass to Registration & Certification Coordinator in a timely manner. Fully complete VRQ paperwork and pass to Data team in a timely manner. Comply with and complete all relevant paperwork to ensure that the company meet all awarding body requirements * Work within health and safety guidelines and be aware of your responsibilities for health and safety. Adhere to company policies and procedures, including Data Protection. Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults * Complies with all required ACA / Activate Learning policies and procedures * Take an active role in Standardisation activities and Team Meetings | | | | | |
| **GROUP/ EMPLOYEE RESPONSIBILITIES** | | | | | |
| • Participate in Course creation and development of Course structure and content  • Participate in Performance Management and Professional Development activities as required  • Value diversity and promote equal opportunities  • Engage in marketing activities as requested by line manager  • Work within health and safety guidelines and be aware of your responsibilities for health and safety  • Adhere to company policies and procedures, including Data Protection  • Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults | | | | | |
| **QUALIFICATIONS & EXPERIENCE** | | **TECHNICAL COMPETENCIES /SKILLS** | | **BEHAVIOURAL SKILLS** | |
| Essential  • PTLLS or equivalent Training Qualification  • Successful experience of delivering workshop based Cycles Mechanic Training  • Experience of delivering a candidate centred approach to teaching, lesson planning, observation and assessment  • Evidence of continual professional development in own occupational area  • Cytech Technical 2 Qualified  • Experience of working within the Cycle Industry  Desirable   * TAQA (or equivalent) Assessing Qualification * Verifier / IQA trained with experience of managing IQA in a successful manner * Experience of using personal experience to enhance the delivery of courses and provide additional information and engagement to Learners. * Cytech Technical 3 Qualified | | * Cytech Technical 2 qualified * PTLLS Qualified * Able to use Electronic Portfolio to assess, give feedback and present Learners work in a manner that efficiently shows competence * Builds and maintains on-going professional relationships with external contacts in the course of regular work * Works flexibly in different team roles, possibly overseeing the work of others * Organizes own day to day work to ensure delivery to agreed deadlines and quality standards * Identifies and implements creative solutions to resolve recurring or new problems * Puts effort into self-development and keeping up to date | | Display and role model the Activate Learning Standards of Behaviour:  **TAKE RESPONSIBILITY**, doing what we say we are going to do by:   1. planning ahead 2. staying focused 3. meeting agreed deadlines   **EARN RESPECT**, being positive with each other by:   1. listening attentively 2. being honest   **AIM HIGH**, going further by:   1. setting challenging goals 2. being resilient 3. improving continuously   **MAKE IT HAPPEN**, by:   1. taking initiative 2. inspiring each other to meet all these standards | |

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*

***Disability Confident Committed Statement***

*Activate Learning are committed to employing disabled people and will ensure our recruitment process is inclusive and accessible. We guarantee to offer an interview to all applicants with a disability provided they meet the essential criteria for a role. We will anticipate and provide reasonable adjustments as required and support any existing employee who acquires a disability or long-term health condition, enabling them to stay in work.*