

Training Officer



Department: Strategic Partnerships – Pre-Employment Programmes

Reports To: Operations Manager

Job Purpose:

To assist through personal development, Maths and English and vocational training young people with negative previous education experience who are not yet ready to enter Apprenticeships or employment.

Key Responsibilities:

1. To recruit young people aged 14-24 for PLP/Jumpstart and/or the Prince's Trust Team and facilitate them to gain skills, knowledge, qualifications and progress to a positive outcome.
2. To market the provision to potential learners, external organisations, employers, and parents and to establish effective links with youth workers, schools, etc.
3. To provide guidance and support to learners, some of whom may have social, drug, alcohol, criminality, emotional or behavioural difficulties.
4. To design and deliver training in the 3 core strands –
 - i. Basic and functional skills
 - ii. Vocational skills and development
 - iii. Personal and social development using innovative methods and resources
5. To monitor and evaluate learners behaviour and, if required, call/facilitate case conferences.
6. To arrange and accompany learners on work experience placements, excursions and outdoor activities; this may involve driving college vehicles.
7. To assist and support learners during their learning sessions and courses and to facilitate learners development.
8. To deliver engaging functional skills sessions to students at appropriate levels and prepare for exams.
9. Undertake assessment of the learners needs by conducting diagnostic assessments and design, with the learners, the learners' Individual Learning plan.
10. To assess/monitor the learner's progress and to maintain proper and complete records.
11. To adapt materials and set up specialist equipment for individual learners.
12. Oversee the planning, organisation, fund-raising and implementation of any community projects.
13. To ensure that all health and safety requirements are met, including undertaking risk assessment on all environments and activities.

14. To assist/support team leaders and/or volunteers seconded from outside organisations.
15. To conduct reviews of learners progress.
16. To supervise residential activities (up to 5 days duration) during the course (on site 24 hours per day)
17. To ensure expenditure remains within the budget set by management and account for and control the use of funds raised for any charity or team projects and any final challenge.
18. To gather and collate Functional skills/Employability and personal development (and/or equivalent) evidence and present completed portfolio for external verification.
19. To provide an aftercare service to all learners.
20. To assist in marketing Work Based Learning by attending marketing events, making presentations to schools, etc.
21. Undertake such duties commensurate with the grade of the post as may reasonably be required.

NOTE

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

Person Specification

Post: Training Officer		Essential	Desirable
1	Experience in working with young people who have significant barriers to engagement, plus those who are not able to enter employment and have been disaffected from education and training.	✓	
2	Excellent negotiation skills, understands the factors that disaffect young people and has patience and dedication to working with young people who are in the hardest to reach group.	✓	
3	A full clean driving license held for at least two years.	✓	
4	A driving licence enabling you to drive minibus vehicles, or a willingness to undertake this test.	✓	
5	Princes Trust Team Leaders Award, or equivalent.		✓
6	Good presentation skills, with an appropriate standard of professional appearance at all times, together with a	✓	

	helpful and friendly manner and an ability to gain the trust of young people.		
7	The ability to communicate with, and relate to, the students, in an adult manner.	✓	
8	Adaptability and the ability to assist with the various curriculum and vocational activities.	✓	
9	The ability to use initiative and common sense.	✓	
10	Flexibility approach and willingness to work unsociable hours, if required. Must be able to plan, organise and work to a strict work schedule.	✓	
11	Ability to provide career and/or personal counselling facility for students.	✓	
12	Awareness and knowledge of training initiatives including Apprenticeships, Pre-Employment programmes and Princes Trust Team.	✓	
13	Knowledge of referral agencies.	✓	

Role Context

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
 - Safeguarding Children and Safer Recruitment in Education, including Prevent;
 - Human Resources policies and procedures;
 - Health and Safety policies and procedures;
 - Equality, Diversity and inclusion policies and procedures;
 - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

Additional Information

Hours of Work : **Full-time, permanent.**

Salary Range : **£23,231-£27,552 per annum.**

Salary Scale : **Business Support Scale 6/SO1**

Closing Date : **Midnight on Sunday 1 November 2020**