

## JOB DESCRIPTION

<b>Job Title</b>	Educational Trainer
<b>Salary Scale/Grade</b>	Off-spine
<b>Responsible to</b>	Sector Lead
<b>Date of Job Description</b>	March 2018

### Purpose

The Educational Trainer is responsible to the Sector Lead in Foundation Progress and Pathways providing high quality teaching and learning, pastoral and academic support and programme leadership in order to enable the College to meet the above broad objectives. Team working and communications within an overall approach that values people will be of key importance.

### Main Duties and Responsibilities:

- To teach on a range of College programmes, providing high quality learning opportunities that meet the needs of individual students and groups in line with the College's strategic priorities and objectives
- To provide flexible assessment opportunities and closely plan, monitor, track and record student retention, achievement and success
- To contribute to the development and delivery of high quality, relevant curriculum and programmes
- To act as a Programme Leader for designated programmes
- To provide academic and pastoral support for identified groups of students

### Planning and Organisation

- It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills. S/he will also have an ability to meet targets and deadlines.

### Director Received

- Reporting to the Sector Lead the post holder must be self-motivated and capable of creativity and innovation.

### Liaison

- Liaise with academic and business support staff within the College.
- Take part in liaison activities with schools, community groups, employers and other external organisations
- Act as an ambassador for the College in any external activities so that the College's good reputation is further developed.

**Accountabilities:**

**A. Key Accountabilities**

- To act as the designated Programme Lead for a specific role
- To champion, promote and support equality of opportunity for staff and students and to implement the College's Equality Policies in the areas of responsibility.
- To comply with all relevant Health and Safety regulations and assist in the implementation of the College's Health and Safety Policy

**B. Further Accountabilities**

- To contribute to the development of new programmes within the Department
- To produce annual schemes of work for all subjects taught

**C. Quality and Standards**

- Contribute to the Department's Self-Assessment Report
- Contribute to sharing good practice through peer and cross College activities
- To promote equality and diversity and endeavour to meet the varying needs of our diverse student population
- Participating in Programme Quality Reviews and developing the Quality Improvement Plan

**D. Teaching, Learning and Assessment**

- To provide innovative, high quality teaching and learning which is well planned, personalised and differentiated
- To make effective use of e learning technology within and outside of the classroom to support learning.
- To produce planning documentation for lessons in the College format, including lesson plans and group profiles
- To provide academic and pastoral support to students
- To closely plan, monitor, track and record students' progress and achievements in lessons through personal learning plans and assessment records

**E. Finances and Resources**

- To keep up to date with and advise the Sector Lead of innovative subject-related and /or course-related resources

**F. Staff Learning and Development**

- To keep up to date with national, regional and local trends, initiatives and priorities which affect students, programmes and the curriculum
- To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College.
- To identify individual training needs and support staff learning and development activities

### **G. Other Duties**

- To be a member of such College Committees and working parties as may be agreed from time to time.
- This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time.

### **H. General**

- Further Education operates within a dynamic, challenging and complex environment. Consequently, all staff are expected to adopt a flexible approach to their work and participate constructively in College activities.
- This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College.
- The appointment will be made on a spot salary. Annual pay awards will be subject to satisfactory performance and budgetary considerations.
- To be aware of and adhere to the College's Safeguarding Policy at all times and take any necessary action where appropriate.

### **Quality, Standards and Compliance:**

#### Continuous Improvement.

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- To attend and participate in monthly team meetings
- To work as part of the team to create an inspiring environment with an open communication culture
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

#### Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area

#### Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values

### Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

### Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality

### Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

### Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

### **GENERAL:**

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level of responsibility entailed.

## PERSON SPECIFICATION

<b>Job Title</b>	Educational Trainer	
<b>Salary Scale/Grade</b>	Off-spine	
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Education & Qualifications	<ul style="list-style-type: none"> <li>• A relevant qualification in Health &amp; Social Care or Childcare</li> <li>• Teaching Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Verifier Awards</li> <li>• MIDAS Minibus Driving Certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of teaching/ training and assessing students from diverse backgrounds</li> <li>• Experience of level 1 teaching</li> <li>• Experience of teaching/ training and assessing students from diverse backgrounds</li> <li>• Experience of working within a Health &amp; Social Care or Childcare industry</li> </ul>	
Skills, knowledge and competencies	<ul style="list-style-type: none"> <li>• Good verbal, written, communication and administrative skills which indicate self-motivation and confidence</li> <li>• Ability to manage student behaviour and recognise disciplinary boundaries when necessary</li> <li>• Understanding of safeguarding in the context of education</li> <li>• Ability to work as part of a team</li> <li>• Ability to work on own initiative with minimum supervision</li> <li>• Ability to meet targets within agreed timescales</li> <li>• Excellent organisational skills</li> </ul>	

<p>Personal characteristics</p>	<ul style="list-style-type: none"> <li>• Professional approach to work and appearance</li> <li>• Enthusiasm and optimism</li> <li>• Commitment to excellence</li> <li>• Flexible attitude in the way he/she performs the job</li> </ul>	
<p>Other</p>	<ul style="list-style-type: none"> <li>• Commitment to operating in a harmonious, safe and secure environment</li> <li>• A commitment to equality of opportunity and widening access to education for all</li> <li>• A commitment to equality of opportunity and widening access to education for all</li> <li>• This post is subject to an enhanced Disclosure and Barring Service check.</li> </ul>	

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.