Educator – Schools/Business

Description

We are looking to appoint a confident individual delivering all levels (lower and higher) of apprenticeship training within various school and business environments, including:

- Associate Project Management
- Management and Team Leader
- Schools Business Professional
- Teaching Assistant
- Early Years Practitioner
- Customer Service and Business Administration

A large proportion of these education sessions are delivered remotely, although there will be some face-to-face visits to meet with apprentices in their workplace.

Salary: £23,000 up to to £27,000 per annum, based on experience and qualifications.

Responsibilities

Responsibilities include:

- To agree an individualised training programme with each learner, and monitor this to ensure that the learner is working to the agreed targets
- To ensure that learners understand their rights and responsibilities with regard to their qualification
- To follow the curriculum plan and deliver engaging sessions which develop the learner's knowledge, skills and behaviours.
- To identify and develop strategies to address gaps in learners progress and achievement
- To ensure OneFile is utilised within its full capacity and embedded within your day to day working culture
- To prepare and complete learner progress reviews in line with company expectations
- To provide constructive feedback on achievement and performance to learners
- To attend regular standardisation meetings and training with relevant industry team members

Person Specification

Candidates without a particular qualification which we have listed as 'essential' need not be discouraged from applying if they are willing to undertake appropriate training in-post.

Experience –

Essential:

- Industry related, minimum 3 years

Qualifications

Essential:

Hiring organization
Heart of England Training

Reference: EXT-EDU-0823

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Please download a copy of the Application form and full Job Specification here to submit your application –

Application for Employment

Job Description – Educator Schools and Business

Please send CV and Application Form (download this), make sure this outlines how you meet the person specification of the job description to careers@hoet.co.uk

Employment Type
Full-time

Job Location
Eleven Arches House, Leicester Road, Rugby

- Level 2 Functional Skills in Maths, English and ICT
- Level 3 Management related qualification or higher
- CIAVA (Certificate in Assessing Vocational Achievement)
- Level 4 Certificate in Education and Training or equivalent
- Safeguarding Level 1

This role will require a commitment to safeguarding and the postholder will undergo training for health & safety, safeguarding, prevent and EDI (Equality, Diversity and Inclusion) and GDPR.

Job Benefits

- We will offer you full training and support
- Monday to Friday, 9.00am–4:30pm working hours (FT)
- 33 days holiday allowance (FT inc bank holidays) rising to 38 days after 'time served' period (PT holidays Pro Rata)
- Health Care Scheme
- Company Pension Scheme
- Christmas Shutdown
- Annual company events

Interested in this position?

Please send Application Form (download this), make sure this outlines how you meet the person specification of the job description and CV to careers@hoet.co.uk

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications