

Job Description – Trainee External Educator

Contract type: Full time, Permanent

Location: Hybrid

Department: Training and Development

As an trainee external educator you will support learners through to the successful conclusion of their chosen training programme and impart occupational skills to the learners to the level expected.

As an external educator you will deliver intermediate, advanced and higher-level qualifications and apprenticeship standards. You will need to educate learners to gain the appropriate knowledge, skills and behaviours, meeting national occupational standards and/or achieve competence in their qualifications, as required by the awarding body. You must ensure learners complete their training programme on target as agreed and detailed on the individualised training plan. All employees will be supported through a staff training and development programme relevant to their skills and experience. You will need to achieve all professional development targets set within the agreed time scales.

Responsibilities

- 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 correctly interpret and meet: Apprenticeship Standards, NVQ requirements, Technical Certificate qualifications and any other learning aims which build the learners individualised curriculum.
- To follow the curriculum plan and deliver engaging sessions which develop the learner's knowledge, skills and behaviours.
- Responsible for independently managing outlook calendars and workload to ensure that all deadlines and audit requirements are met.
- To identify safe, valid, reliable and sufficient evidence to enable learners to complete their learning aims
- To ensure the delivery of the curriculum is in line with the Ofsted framework and meeting the organisations quality assurance standards.
- 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 ensure that all learners have equal and fair access to learning activities and the assessment process
- To develop learners Literacy, Numeracy and ICT in line with individuals starting points
- 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		
Description	Essential	Desirable
Industry related, minimum 3 years	X	
Previous teaching experience	X	
Qualifications		
Description	Essential	Desirable
Level 2 Functional Skills in Maths, English and ICT		X
Level 3 Industry related qualification or experience	X	
CIAVA (Certificate in Assessing Vocational Achievement)		X
Level 4 Certificate in Education and Training or equivalent	X	
Level 5 Diploma in Education and Training or equivalent		X
Safeguarding level 1	X	
IQA qualification		X

You will need to:

- Maintain personal and professional development and CPD to meet awarding body and contract requirements, and the changing demands of the job
- Undertake the duties described in this job description in a manner that promotes equality of opportunity, dignity and due respect for all employees, learners and other contacts and is consistent with the company’s Equal Opportunities policy
- Be aware of and follow the guidelines issued by DCSF under the KCSIE Policy
- Present a professional image of Heart of England Training in all contacts, and to build and maintain strong relationships
- The precise description and nature of your job may be varied from time to time and you may be required to carry out other duties as necessary to meet the needs of the Company

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.