

## Job Description – Team Leader / Educator

**Contract type:** Full time

**Location:** Hybrid

**Department:** Training

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As a **Team Leader / Educator** you will be responsible for leading a team of Educator's in the Training team whilst managing your own cohort of learners.

## Responsibilities

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### Team Leader:

- Lead and motivate a team of Educator's to achieve sustained high performance, quality of delivery and compliance in line with our standards and develop the quality of Heart of England Training's apprenticeship offer
- Coach team members on achieving goals and developing necessary skills to achieve results by offering feedback and developing team members performance. Ensure team have a clear understanding of their measurable targets and effectively performance manage them to achieve these targets
- Carry out regular performance development reviews to ensure team targets are met or exceeded, assess staff members welfare and workload and address under performance and set out clear corrective actions for improvement
- Conflict management and integrity at all times
- Observe and mentor team in line with their roles and responsibilities
- Plan and facilitate meetings to ensure Educators consistently provide a high-quality service to learners and employers and develop knowledge and skills required
- Onboarding and offboarding responsibilities within training team

### Educator:

- Educate learners with the knowledge, skills and behaviours throughout their programme as required by the awarding body or apprenticeship standard to complete their programme on target as detailed on the Individual Learning Plan
- Further develop learners understanding of their rights and responsibilities
- Develop learners Literacy, Numeracy and ICT in line with individuals starting points
- Plan and differentiate sessions for learners and ensure SMART targets are assigned
- Monitor and manage the performance of learner progress ensuring constructive feedback is relayed
- Participate within company meetings and standardisation activities.
- Liaise with internal and external quality assurance verifiers
- Facilitate OneFile within its full capacity
- Develop occupational skills to the learners to the level expected in their training programme
- Ensure CPD and occupational competence for all aspects of delivery model

## Competencies

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The following are essential:

- Relevant professional qualifications for Educator delivery
- Team Leader/Supervisor Level 3 Qualification

- Safer recruitment
- Ability to build relationships
- Professional conduct and friendly approach with all stakeholders
- Experience of apprenticeship programmes
- Possess strong performance and motivational skills
- Ability to motivate and inspire people
- Full driving licence and access to car
- 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.
- Awareness of and follow the guidelines issued by the department of education under the Every Child Matters policy.

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.