**JOB DESCRIPTION TRAINING OFFICER**

**ACCOUNTABLE TO:**  **APPRENTICESHIP TRAINING LEAD**

**MAIN PURPOSE OF THE ROLE**

* To be responsible for the effective and efficient coordination of their role in order to meet their targets and the needs of their learners, employers, and awarding bodies/EPA’s requirements.
* To be responsible for undertaking the day to day duties in accordance with their contract of employment job descriptions, college processes, policies and procedures.
* To be responsible for ensuring continuous quality improvement within the programme area in accordance with the college's quality policy, procedures and the Ofsted Inspection Framework.
* Undertake an agreed programme of IAG, coaching, assessment and delivery for their learners to ensure they have ongoing timely progress and achieve by expected end dates.
* To be an active part of the college observation process, supporting own development sharing good practice and ownership of their development plan.
* To fully utilise the college digital systems, for learner and employer records, learner efficient delivery and ensure records are up to date. Embrace digital development to improve design and delivery.
* To undertake the role of internal verifier in accordance with the requirement of internal processes, procedures, external awarding body standards and EPA requirements.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

1. Proactively participate in their performance reviews, ensure meet deadlines and perform day to day duties in accordance with their contract of employment, processes, procedures and targets.
2. Actively partake and contribute to the college key processes, self-assessment and Improvement Plan, in accordance with the college policies and procedures. Help drive improvement ensuring quality, standardisation meetings and staff development activities are undertaken in order that you contribute fully to curriculum development and improvement.
3. To contribute to the design and development of existing and new provision to support our current and future offer is appropriate to market needs.
4. To be innovative with ideas to support income growth and deliver in a cost effective way to sustain their role.
5. To liaise with their line manager and the Business Account Managers to co-ordinate the recruitment of learners including interviews and timely starts. Attend promotional events for the marketing of their provision.
6. To be responsible for ensuring their productivity target is reached, including supporting recruitment of provision and progressions encouraged as part of ongoing learning ethos.
7. To ensure planning, and general administration of their delivery is in accordance with College procedures, funding regulations and Ofsted Inspection Framework to secure learners achieve on time. This includes where relevant, lesson plans, individual learning plans, action plans, course materials, reviews and attendance management.
8. To deliver effective initial advice and guidance using appropriate College tools that support audit requirements and identify learners starting points and timely starts.
9. Ensuring skills, knowledge and behaviours are assessed as relevant from the front end processes. Ongoing development is supported through coaching, training, and assessment using various methods to best suit individual needs and effectively use the eportfolio packages and support materials through the relevant IT platforms.
10. To ensure delivery supports progress of each element of the learners aims. Functional skills assessment and diagnostics are undertaken to support identification of suitable delivery and achievement is early in the programme.
11. To work with employers to support ongoing learner progress and ensure the provision contributes to employer’s objectives. Delivery is triangulated between employers, learners and delivery team, using SMART objectives and regular contact.
12. To actively take part in the observation processes, continuous improvements shared at standardisation meetings, ownership of ideas for self-development and undertaking actions in their development plan to have a positive impact.
13. To be responsible for the coordination of internal verification for their learners and area by expected end dates. Using the portfolio, learner files, tracking reports and team standardisation meetings to ensure internal, external quality assurance regulations are adhere to.

1. To internally verify candidates work and undertake observations in accordance with awarding body and internal quality procedures. Liaising with staff in order to ensure that ongoing progress is met and the learner qualification aims are achieved by expected end dates.
2. To maintain effective liaison with internal verifiers, attending relevant meetings and liaise with the awarding body to arrange the external verification or EPA’s.
3. To provide exit discussions with learners to encourage further training or help to secure positive learners destinations.
4. To participate in the active encouragement of completion of learner and employer surveys to able the college to evidence effective delivery.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**Person Specification – Training Officer**

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|  | **Essential** |
| **Education, Training & Qualifications** |  |
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|  | **Desirable** |
|  | Other wider remit Vocational qualifications |
|  | Relevant Professional Membership |
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|  | **Essential** |
| **Experience, Knowledge, Skills** | Recent relevant teaching or assessing experience |
| Occupational Experience |
|  | Experience of post 16 education, training including curriculum design, delivery, assessment & evaluation |
|  | Deal with learner needs and have empathy with client group |
|  | Involvement in implement and monitoring of college policy |
|  | **Desirable** |
|  | Experience of Apprenticeship provision. |
|   | Experience of FE funding systems |
|   | Involvement in seeking out new funding initiatives |
|   | Developing new courses |