

### JOB DESCRIPTION

<b>Job Title:</b>	Functional Skills Trainer
<b>Department:</b>	Centre for Apprentices
<b>Contract:</b>	Permanent, Full-time (applications for full and part-time positions will be considered. Please state preference clearly within application.)
<b>Salary Range:</b>	£27,116 - £30,497
<b>Salary Grade:</b>	SS4
<b>Report to:</b>	Operations Manager
<b>Job Purpose:</b>	To deliver Maths and English L1 and L2 Functional Skills training to apprentices of all ages enrolled on a range of apprenticeship standards and levels in order to achieve exam success
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To use the outcomes of initial assessment to direct apprentices to suitable Functional Skills delivery models and resources.</li> <li>2. To prepare and deliver focused Functional Skills interventions in small group and one-to-one settings both face to face and remotely.</li> <li>3. To update and utilise a range of suitable resources for Functional Skills qualifications</li> <li>4. To record relevant information and review data using progress tracking systems in order to facilitate decision-making to address apprentice weaknesses and ensure achievement of Functional Skills at the required level.</li> <li>5. To liaise with the Operations Manager and apprenticeship team regarding individual apprentice progress and any issues.</li> <li>6. To work with the apprenticeship team to continue to develop their understanding of Functional Skills curriculum content</li> <li>7. You are expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the University policies.</li> <li>8. To maintain current knowledge of Functional Skills Maths and</li> </ol>

For office use only:

Approved by:		Date:	
--------------	--	-------	--

	<p>English policy and practice</p> <ol style="list-style-type: none"><li>9. To perform IQA duties for English speaking and listening for the centre where apprentices have not been part of your caseload</li><li>10. To ensure practice is in line with the requirements of the General Data Protection Regulations.</li><li>11. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</li><li>12. Any other duties commensurate with the nature and grade of the post.</li></ol>
--	--

For office use only:

Approved by:		Date:	
--------------	--	-------	--

**PERSON SPECIFICATION**

<b>Post:</b>	Functional Skills Trainer	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Experience of successfully delivering English and Maths Functional Skills L1 and L2 programmes.	x
2	Experience of raising apprentices first time achievement levels to the required standard in Functional Skills English and Maths L1 and L2.	x
3		
4		
5		
<b>Skills &amp; Abilities:</b>		
6	Excellent communication, interpersonal and organisational skills.	x
7	IT proficient with the ability to utilise technology effectively as a learning resource	x
8	Ability to motivate and inspire a range of apprentices.	
9	Ability to work on own initiative and as an effective team member.	
10	Ability to respond positively to targets, working under pressure and to deadlines.	
<b>Education &amp; Qualifications:</b>		
11	Minimum Level 3 Maths and English qualifications	
12	NVQ L3 Learning and Skills Trainer or PTLLS/DTLLS	
13	Recognised Internal Quality Assurance qualification	
14		
15		
<b>Training &amp; Professional Development:</b>		
16	Demonstrate a record of continuing professional development.	
17	Knowledge of current developments within the field of apprenticeships.	
18		
19		
20		
<b>Other:</b>		
21	Flexible and proactive approach to work including a willingness to travel regionally for off-site delivery, and work occasional evening and weekends as required.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Ideally, hold a valid driving licence and access to a vehicle.	
24		

For office use only:

Approved by:		Date:	
--------------	--	-------	--

25		
----	--	--

For office use only:

Approved by:		Date:	
--------------	--	-------	--