

<b>Job Details</b>	July 2021
<b>Job Title</b>	Essential Skill Trainer Coach
<b>Department</b>	Operations
<b>Reporting to</b>	Programme Manager/Team Leader
<b>Direct Reports</b>	None
<b>Location</b>	Tredomen Gateway, Tredomen, Ystrad Mynach, Hengoed CF82 7EH.
<b>Hours of Work</b>	08:30 – 16:30 The standard hours will be 37.5 per week (excluding meal breaks) but the nature of the role will, on occasions, require working in excess of these hours to ensure core objectives are achieved. This may include evening and weekend work.

### **Purpose of Job / Company Values**

Essential Skills Trainer Coaches are key to the success of our apprentices' learning journey, you must be enthusiastic and passionate about developing literacy, numeracy and digital literacy skills. Being able to share your skills and develop others alongside maintaining a positive relationship with the apprentice and employer is of utmost importance. You will be responsible for maintaining a caseload of learners as well as supporting learner achievement, success and progression. You will teach, assess and record all aspects of Essential skills using e-portfolios and learner journeys, creating a bespoke programme for each apprentice and their employer.

### **Key Responsibilities / Accountabilities**

- Plan and deliver Essential Skills qualifications according to relevant Awarding Bodies, funding and organisational requirements
- Plan and deliver workshops or 'off-the job' training sessions where necessary to provide effective teaching and learning opportunities to fulfil requirements of the programme
- Prepare and develop resources to support delivery of the learning programme including Moodle resources
- Provide support, information and guidance to learners through a coaching model
- Completion of monthly learner progress reviews and target setting
- Track learner progression and assess achievement to ensure timely completion of programmes
- Support, deliver and develop learner's awareness and skills in areas including literacy, numeracy, digital literacy, employability, Welsh Language, sustainability and all cross-cutting themes
- Support contract, quality and compliance requirements to ensure attainment, recruitment and caseload targets are met
- Have a strong commitment to continued professional development and a willingness to explore opportunities for further development.
- Elements of the role may involve working with adults at risk, children and young people in an educational setting.
- Reviewing the safeguarding and wellbeing of learners and escalating through the appropriate process where required.

### **Personal Qualities**

- Ability to promote and adhere to the Company values and behaviours
- Ability to express ideas succinctly and clearly, both verbally and in written work
- Passionate about achieving high levels of excellence in education, learning and development
- Able to demonstrate a clear commitment to high standards and the ability to drive continuous improvement

- Highly professional and motivated with high levels of commitment and confidentiality
- Ability to work as part of a team

### Essential Criteria

- Level 3 Practitioner Award in Literacy, Numeracy or Digital Literacy
- Experience or awareness of assessing Essential Skills/Functional Skills.
- Digitally competent and confident
- Resilience
- Ability to react flexibly under pressure and to work to tight deadlines
- Proven experience of using digital technologies to promote teaching and learning
- Excellent time management and organisational skills
- Demonstrable commitment to equality, diversity and inclusion
- Suitable to work with adults at risk, children and young people
- Hands-on approach and 'can do' attitude
- Self-motivated, with the ability to work proactively using own initiative
- Committed to learning and development
- Knowledge and understanding of the Professional Standards for Worked Based Learning Practitioners in Wales
- Full driving license, own vehicle and willing to travel across South Wales

### Desirable Criteria

- PGCE, coaching or equivalent
- GCSEs in both maths and English – Grade C or above (or equivalent)
- Occupational competence within the education and skills sector
- Experience of contributing, supporting and complying with all contract requirements and corporate strategies including but not restricted to: Health & Safety Code of Practice, Contract & Audit requirements, Awarding Body requirements, ESTYN, Information Security Requirements and Safeguarding
- Welsh speaker

### Key Technologies

- Educ8's preferred MIS reporting systems, Team8, Outlook, SharePoint, OneDrive, Edge, E-learning Portfolio, Moodle, any applicable external diagnostic tools.

### Key Relationships

<b>Internal</b>	SMT, Team Leaders, Recruiters, CAM's, Trainer Coaches, Curriculum Development, MIS team
<b>External</b>	Employers and learners, NTWF, Awarding Organisations, ESTYN, Welsh Government, and other Stakeholders,