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<b>JOB DESCRIPTION</b>			

<b>Post Title:</b>	Lecturer Children Young People and Families
<b>Department:</b>	Apprenticeships – Higher Apprenticeships
<b>Reporting to:</b>	Programme Manager
<b>Working hours:</b>	Part time - Associate
<b>Job Purpose:</b>	We are pioneering the way in launching the Community Pathway of the apprenticeship Children, Young People and Families, in collaboration with a Higher Education institute through a licence agreement of the Certificate of Higher Education. We are now able to include a Certificate of Higher Education (Cert HE) qualification into its new Children, Young People and Families Practitioner apprenticeship level 4. We are looking for someone to join our team who is able to demonstrate and maintain a high standard of training and assessment on our exciting trailblazer journey.

### **Main duties and Responsibilities:**

#### **Teaching, Learning and Assessment and Advice & Guidance**

1. To fully induct learners onto the Children, Young People and Families programme in line with TRN procedures, processes and compliance to any applicable funding rules.
2. Your duties will include, but will not be limited to: formal scheduled teaching, tutorials and learner assessment both online and in the workplace, and curriculum development. Learner admissions, educational guidance, preparation of learning materials and learner assignments, setting and marking of learners' work, marking of examinations, management and supervision of learner visit programmes.
3. To provide appropriate ongoing advice & guidance to learners and employers within remit of own role.
4. For learners who are enrolled onto an apprenticeship programme, to liaise with learners' managers to ensure that the learners' training and development needs are and at least 20% off-the-job training is delivered.

#### **Safeguarding & Equal Opportunities**

5. To ensure own health, safety and welfare at work and monitor the health and safety of work placements, reporting any relevant issues to Programme Manager.
6. To assist with the vetting of health and safety and equal opportunities monitoring within remote workplaces where required
7. To comply with company health & safety, including lone working, policies procedures, practices and risk assessments and report any concerns or

necessary changes.

8. To comply with the company's safeguarding policy, equality & diversity policy and associated procedures.
9. To comply with the requirements of the Data Protection Act and company confidentiality procedure.

### **Continuing Personal Development (CPD)**

10. To attend and actively participate in standardisation meetings.
11. To keep own knowledge and occupational practice up to date and maintain up to date records of continued professional development including research and other forms of scholarly activity.
12. To contribute towards the development of colleagues through delivering workshops or training sessions in own area of expertise.
13. To attend any identified training to enable role to be carried out.
14. To participate in the staff supervision, appraisal and development system and agree objectives with the line manager and ensure they are achieved.

### **Other**

15. To plan and prioritise own workload to ensure positive outcomes and work to a consistently high standard.
16. To comply with all company policies, procedures and codes of conduct.
17. To participate in sales and PR events and to promote a positive company image, being able to respond to business opportunities.
18. To provide relevant management information as required, including maintaining an accurate and up to date diary.
19. To ensure administrative procedures are followed at all times.
20. To attend and participate in meetings and to produce reports as requested.
21. To undertake other duties as may be reasonably required.

## Person Specification

### Post Title: Lecturer

<b>Qualifications and Experience</b>			
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Educated to degree level within area of occupational competence/vocational expertise	✓		Application form & production of certificates
Level 3 Certificate in Assessing Vocational Achievement or equivalent ( TAQA, A1 /A2 or TDLB Units D32/33)		✓	Application form & production of certificates
A recognised Level 5 teaching qualification (DET, PCE or PGCE)	✓		Application form & production of certificates
Level 2 Functional skills in Maths & English or equivalent	✓		Application form & production of certificates
Relevant qualification in Advice & Guidance		✓	Application form & production of certificates
<b>Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Experience of working within the children's, Young People and Families sector	✓		Application form & interview
Experience of delivering relevant HE programmes	✓		Application form & interview
Sound knowledge and application of HE programmes/qualifications within the subject sector areas occupationally experienced and competent to deliver	✓		Application form & interview
Experience of facilitating learning	✓		Interview
Experience of delivering formal teaching sessions, tutorials and learner assessment	✓		Interview
Management of learning programmes and experience of curriculum development, preparation of learning materials and learner assignments	✓		Interview
Setting and marking of learners' work and marking of examinations	✓		Interview
Experience of management and supervision of learner visit programmes	✓		Interview
Proven experience of achieving targets and working to and meeting deadlines	✓		Interview
Very good verbal communication skills	✓		Interview

Good written communication and report writing skills	✓		Application form
Confident computer literacy skills and experience of office based applications	✓		Application form & interview
The ability to work as part of a team	✓		Interview
Ability to give constructive feedback	✓		Interview
A good understanding of sector legislation	✓		Interview
Ability to demonstrate initiative when working alone	✓		Interview
An understanding of equal opportunities issues within an educational context	✓		Interview
An understanding of “safeguarding” and its importance within the organisation and within an educational context	✓		Interview
Ability to agree SMART objectives with learners to achieve targets	✓		Interview
<b>Additional:</b>	<b>Essential</b>	<b>Desirable</b>	
Hold a current full driving licence and have access to use of a vehicle (business insurance is required for this)	✓		Application form

Competencies	Assessment
<ul style="list-style-type: none"> <li>✓ Possess very good organisational and effective planning skills,</li> <li>✓ Be able to use own initiative and have the ability to make decisions</li> <li>✓ Be able to work well in a team</li> <li>✓ Be self motivated and able to motivate others</li> <li>✓ Be able to manage conflict and difficult situations</li> <li>✓ Possess excellent communication skills</li> <li>✓ Be able to demonstrate a flexible approach to work</li> <li>✓ Be familiar with the relevant vocational standards</li> <li>✓ Possess an acceptable level of understanding of current health &amp; safety, safeguarding and equal opportunities legislation</li> <li>✓ Demonstrate a commitment to quality assurance and ability to provide quality in the delivery of services</li> <li>✓ Demonstrate a commitment to equality of opportunity and safeguarding</li> <li>✓ Demonstrate the ability to work under pressure and meet deadlines</li> <li>✓ Demonstrate the ability to meet key performance indicators</li> <li>✓ Ability to network</li> <li>✓ Ability to produce good standards of report writing</li> <li>✓ Commitment to Continuous Professional Development</li> <li>✓ Flexibility and be adaptable to new working methods and ways of working.</li> <li>✓ Ability to set SMART objectives</li> </ul>	<p><b>Application form and interview</b></p>

**Equal Opportunities Statement:**

***Train Ltd has a strong commitment to working towards the achievement of equality of opportunity and “safeguarding” in both service delivery and employment. Train Ltd’s mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement Train Ltd Equality & Diversity Policies.***

**Safeguarding Statement:**

***Train Ltd has a strong commitment to the safeguarding of all its learners and people who use services and all staff are required to share this commitment.***

The post holder will be required to undertake such duties as reasonably expected. All members of staff are expected to be professional, cooperative and flexible within the needs of the post, the department and the organisation.

Job descriptions will be reviewed and updated during supervision sessions to ensure that they are an accurate representation of the post.

Signed..... Date.....