



EAST COAST COLLEGE

Job Description

Job Title:	Vocational Trainer
Reports to:	Head of Work Based Learning
Terms of Employment:	Support
Salary Banding:	Band J

Purpose of Role:

Work within East Coast College's Work Based Learning (WBL) Strategy in delivering growth and high success levels of customer satisfaction recognised by Ofsted through its grading of the provision as at least 'Good' with an expectation to be 'Outstanding'.

The Vocational Trainer will work closely with the WBL delivery team and employers to ensure apprentices meet the knowledge, skills and behaviours of their programme and make the required progress to achieve as expected and within a timely manner through completing Progress Reviews in line with Government guidelines.

Main Duties

1. Support an agreed caseload to complete their apprenticeship and/or other qualification within a timely manner.
2. Complete Initial Advice and Guidance with employers to determine the apprenticeship standard meets the business needs.
3. Plan and deliver progress reviews in line with the College's Quality expectations, Ofsted and ESFA funding requirements.
4. Contribute to the induction of apprentices, learners and employers to ensure a good understanding of the programme and roles and responsibilities of all parties.

5. Carry out Health and Safety Plan (HASP) for each employer within the caseload of apprentices as per the HASP guidance.
6. Arrange and carry out an initial 'right choice' review with the apprentice or learner in week 4. Report these findings to Progress Boards and if necessary, initiate the remedial action plan.
7. Deliver training, support and ongoing guidance to apprentices, learners and employers on the use of Onefile.
8. Deliver training, support and ongoing guidance to apprentices, learners and their employers and ongoing guidance on the effective planning and recording of off the job training on Onefile.
9. Monitor the quantity and quality of Off the Job being carried out as part of the review process, identify targets for completion.
10. Monitor attendance reports, identify any concerns promptly to the delivery team and employers.
11. Monitor and assess progress in a timely and planned manner. If progress monitoring identifies an apprentice or learner is falling behind, work with the delivery team to support changes to the Training plan.
12. Monitor and assess the personal development of apprentices related to the tutorial programme and their understanding of safeguarding, PREVENT, equality and diversity and careers as part of the review process. Address gaps in understanding by providing training and/or referrals for support and further training from College student support functions
13. Attend and contribute to regular meetings as required for the successful monitoring of East Coast College's WBL provision. This will include

Apprenticeship Progress Boards, Standardisation and Quality Compliance meetings.

14. Support the apprentice with preparation for End Point Assessment.
15. Carry out exit reviews with all apprentices and employers to include a next stage IAG review, documenting destination and recording learner and employer feedback.
16. Maintain excellent relationships with employers and using your experience and knowledge offer advice, guidance and direction with further recruitment of apprentices and learners across all areas of the employer's business need
17. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
18. Be responsible for safeguarding and promoting the welfare of all students
19. Ensure literacy, numeracy and diversity are embedded and promoted
20. Undertake such additional duties as may be reasonably required

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, should there be such variation, appropriate training may be given to enable the post holder to undertake the new/varied work.

**Other**

Develop collaborative relationships with key stakeholders that lead to increased learner numbers and outstanding curriculum provision.

Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

Be responsible for safeguarding and promoting the welfare of students.

Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or places of work.

Commitment to quality assurance		
Knowledge Sound knowledge of how individuals learn Knowledge of differentiated support needs	Knowledge Knowledge of Apprenticeship funding and inspection regimes Knowledge of changes to Apprenticeship delivery and funding OneFile software	Knowledge Application and interview
Personal Qualities and abilities Ability to support students to complete learning and assessment Ability to think creatively and inspire others Excellent communication skills and ability to be responsive to demands	Personal Qualities and abilities	Personal Qualities and abilities Application and interview

East Coast College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.