

Apprenticeship Trainer Job Description and Personal Specification

Job title:	Apprenticeship Trainer
Place of work:	Home based
Hours of work:	22.5 hours per week (3 days)
Salary/Grade:	Grade F
Reports to:	Operations Manager - Apprenticeships
Level of screening:	Enhanced

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Where you fit in

- To deliver Professional Business Services Apprenticeship Standards through on the job and off the job training to Catch22 apprentice learners
- To embed yourself within the culture, ethos and vision of the client to support the apprenticeship delivery to meet both Catch22 and the client's expectations
- To ensure apprenticeship delivery is at an excellent standard in line with Catch22 quality procedures
- To ensure all processes and procedures are in place in preparation for any Ofsted, ESFA, employer, awarding body and internal audit.

Main Duties & Accountabilities

- To train, coach and where appropriate assess Catch22 apprentice learners in relation to achieving their apprenticeship Standard and End Point Assessment.
- Coach, advise and guide learners so that they develop the mindset qualities, will power, and positive habits and recognise the importance of practice to succeed in the world of work.
- Challenge and push learners so that they 'go above and beyond' their learning and training and become ambitious to succeed in their careers.
- Deliver training in accordance with the Apprenticeship Standards and Matrix.
- Manage a caseload of Catch22 apprentice learners in line with contracted hours. 3 days = 25 learners

- To aspire to achieving 100% achievement rates for learners on caseload and to reduce any early exits to zero.
- Monitor and maintain appropriate paperwork and records of progress; to report all cases of apprentice learner sickness and absence, monitor off the job training to ensure the required 20% is achieved
- Maintain comprehensive apprentice learner records and learning plans in line with IQA processes and procedures
- Establish, develop and maintain effective working relationships with employers and other organisations involved in the delivery of the apprenticeship.
- Ensure that learners are supported in preparation for End Point Assessment (EPA) and are submitted within their planned completion dates.
- Support the recruitment of learners to the Catch22 Apprenticeship Programme and relevant standards in order to meet the yearly targets.
- To support the Internal Quality Assurers and Operational Management team to manage and co-ordinate any improvement plans required after any internal/external audits.

Other

- Seek to improve his/her own performance, contribution, knowledge, skills and participate in training and developmental activities as required.
- Ensure the implementation of Catch22's Diversity & Equality policy statement.
- Comply with Safeguarding, Health and Safety policies and procedures.
- Ensure the implementation of Catch22's policies and procedures.
- Carry out other such other relevant duties, as requested by your line manager

What does good look like for this role?

- Achievement rates in line with National Benchmarks
- All learners progressing with their Apprenticeship in line with targeted metrics
- 100% review compliance for timely and quality completion
- Effective and efficient engagement with the client to ensure support and communication meets expectations
- Full engagement with required CPD, Standardisation activities
- Compliance of delivery in line with OFSTED Education Inspection Framework
- Learners work and learn within safe and suitable centres.

Organisational Relationships

Our Catch22 Apprenticeship Trainers will:

- Report directly to:
 - Operations Manager - Apprenticeships
- Report indirectly to:
 - Director of Apprenticeships
- Work in partnership with:
 - Quality Team
 - Contracts Assurance Team

Job Title: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<p>D32/3, A1 or TAQA assessor award</p> <p>GCSE Grade C or above in English and Maths (or equivalent)</p> <p>Relevant management qualifications (apprenticeship, ILM, CMI)</p>	Teaching qualification (PTLLS, EAT, CertED or equivalent)	<p>Application Interview</p> <p>Certificates</p> <p>CPD records</p>
KNOWLEDGE	<p>Knowledge and understanding of apprenticeship standards, in particular professional business services</p> <p>Knowledge of quality standards relating to ESFA, Sector Skills Councils, Awarding Bodies and other related quality standards</p> <p>Knowledge of contracts and deliverables relating to the delivery of apprenticeships and other government initiatives.</p> <p>To be knowledgeable about key performance data and metrics that relates to their apprenticeship Standard and case load.</p>		<p>Application Interview</p> <p>Certificates</p> <p>CPD</p> <p>Micro Teach assessment</p>
EXPERIENCE	<p>Significant proven experience of delivering Professional Business Services Apprenticeships (frameworks & standards)</p> <p>Experience of creating resources to support the delivery of apprenticeships in line with employer requirements</p>	Experience in working within an office service environment	<p>Application Interview</p> <p>CPD</p>

	<p>Experience of working at supervisory level or above in a variety of business environments</p> <p>Experience of teaching groups of learners</p> <p>Experience of working with a wide range of employers, from SME to levy</p> <p>Experience of undertaking formal audits and the procedures undertaken leading to a positive outcome</p> <p>Experience of working closely with employers in relation to apprenticeships</p>		
SKILLS & ABILITIES	<p>Presentation and communication skills to a high standard</p> <p>Project management skills</p> <p>Ability to work in team and on own initiative</p> <p>Ability to work to tight schedules and complete apprenticeships by expected end dates</p> <p>ICT skills, particularly MS products and CRM system</p> <p>Understanding safeguarding issues</p> <p>Able to effectively innovate and constructively challenge</p> <p>Able to manage conflict effectively and creatively</p> <p>Able to communicate clearly, logically and effectively</p>	<p>Able to appreciate and articulate the role of ICT in the effective delivery of services and programmes.</p>	<p>Application Interview</p> <p>Certificates</p> <p>CPD</p> <p>Micro Teach assessment</p>

	<p>A personal commitment to professional development.</p> <p>A track record of integrating, diversity and cultural issues into service planning, design and delivery.</p> <p>Shows enthusiasm for diversity related issues and opportunities – promotes related values and opportunities to others</p>		
OTHER	<p>Share Catch22 values</p> <p>Awareness of and commitment to Equality & Diversity</p> <p>Willing to travel and work flexibly</p> <p>Desire to develop and undertake training as required</p> <p>To hold a full clean driving licence and have access to a car which can be used in carrying out the requirements of the post.</p>		