

Trainer

Job Description and Personal Specification

Job title:	Trainer – Children & Young People Workforce Development
Place of work:	Home based but with regular travel
Hours of work:	37 hours per week
Salary/Grade:	Grade F
Reports to:	Operations Manager - Apprenticeships
Level of screening:	Enhanced

Who we are



Catch22 is a social business which design and delivers services that build resilience and aspiration in people and communities. We believe that people can thrive when they have a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

All Catch22 services deliver at least one (and often all three) of these outcomes.

If you share our values and commitment to transforming people's lives, get in touch!

Where you fit in

About Catch22's Apprenticeships Hub

- To deliver Catch22 Apprenticeship Standards through on the job training to Catch22 apprenticeship learners.
- To ensure apprenticeship delivery is at an outstanding 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 inspection and internal audit.
- 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

About the Apprenticeships Team

We are an OFSTED graded **Good** training provider who works across both SME and Levy organisations providing high quality apprenticeship training. We strive to support the most disadvantaged people to gain access to employment and use our training to create futures.

Over 60% of our apprentices gain a Distinction in their programmes, with over half progressing to a higher qualification. If you want to work for a training provider that really does make a difference, then Catch22 Apprenticeships could be the place for you.

Main Duties & Accountabilities

- To train, coach and where appropriate assess Catch22 apprentice learners in relation to achieving their apprenticeship Standard and End Point Assessment.
- Your delivery will be predominantly standards within the Children and Young People Workforce Development sector, but dependent on your experience and competencies, this may also include other disciplines as required by the business.
- 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 empower learners so that they 'go above and beyond' with 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 up to 45 Catch22 apprentice learners. This figure may vary and the caseload may increase or decrease.
- To strive for 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, addressing issues with the apprentice and the employer when required.
- Maintain comprehensive apprentice learner records and learning plans in line with Internal Quality Assurance 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 and employers 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 monthly and yearly targets.
- To support the Quality & Curriculum Manager to co-ordinate and implement 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 for your caseload meet or exceed National Benchmarks
- All learners progressing with their Apprenticeship in line with targeted metrics
- 100% review compliance for timely and quality completion
- Full engagement with required CPD, Standardisation activities
- Compliance of delivery in line with OFSTED Education Inspection Framework
- Your learners work and learn within safe and suitable employment.

Organisational Relationships

Our Catch22 Trainers will:

Report directly to:

- Operations Manager - Apprenticeships

Work in partnership with:

- Quality & Curriculum Manager and the Internal Quality Assurance Team
- Contracts Assurance Team

CATCH22 VALUES			
	WE'RE COMPASSIONATE: We care about people – supporting them to move forward.		WE'RE COLLABORATIVE: We do things with people, not to them.
	WE EMPOWER OTHERS: We give people the knowledge, skills and opportunities to thrive.		WE'RE CURIOUS: We explore, innovate and challenge to improve what we do.

Other

Our Trainers will be required to:

- Participate in training and development activities in order to improve your own knowledge, skills and performance, thereby enhancing the contribution you can make to help Catch22 achieve its ambitions.
- Work at all times in accordance with Catch22's policies and procedures in relation to data protection, health and safety, our code of conduct, etc.
- To embody Catch22's commitment to treating everybody equally regardless of their background
- Undertake any other duties as may reasonably be required in the role and as directed by your line report.

Job Title: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Grade C or above in English and Maths (or equivalent, for example Level 2 Functional Skills) Relevant professional qualification above Level 3 in Youth Work/Social Worker/Child Care/Early Years studies or similar 	<ul style="list-style-type: none"> D32/3, A1 or TAQA assessor award Degree in related subject area (Early Years, Childcare, Youth Worker) Teaching qualification (PTLLS, CertED or equivalent) Experience of delivering services in the training sector 	<ul style="list-style-type: none"> Application Interview Certificates CPD records
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> Minimum of 3 years of working within a Child Care/Youth Work/Residential setting Experience of working directly with young people on level 2- 4 on the continuum of need presenting a variety of support needs Experience of planning, delivering and evaluating support activities for and with young people and their carers Experience and understanding of case management including assessment, action planning and reviews. Experience and application of Health and Safety and risk management procedures. Experience of working in partnership with a variety of agencies to achieve agreed outcomes. 	<ul style="list-style-type: none"> Knowledge and experience of delivery of apprenticeship standards, in particular Children, Young People & Families Practitioner L4 and Youth Support Worker L3 Knowledge of quality standards relating to ESFA, Sector Skills Councils, Awarding Bodies and other related quality standards 	<ul style="list-style-type: none"> Application Interview Certificates CPD Micro Teach assessment

	<ul style="list-style-type: none"> • Experience and understanding of Child Protection including Safeguarding processes and procedures. • Working with young people in group and one-to-one settings. • Knowledge of issues around risk and vulnerability amongst young people. • Knowledge of substance misuse treatment, CE and Missing from home guidance methodology and relevant policies and practice • An awareness of the current issues relating to at risk and vulnerable young people. • Knowledge of engagement and intervention strategies. • Experience of using recording and data collation systems 	<ul style="list-style-type: none"> • Experience of teaching groups of learners in a classroom setting • Experience of delivering Apprenticeship Standards to a high level of quality 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • An exceptional standard of presentation and communication skills • Ability to work both within a team and on own initiative • Ability to work to tight schedules and to meet deadlines • ICT skills, particularly Microsoft products and CRM systems • Understanding safeguarding issues and how to effectively and correctly implement reporting procedures • Able to effectively innovate and constructively challenge 	<ul style="list-style-type: none"> • Able to appreciate and articulate the role of ICT in the effective delivery of services and programmes. • Project management skills 	<ul style="list-style-type: none"> • Application • Interview • Certificates • CPD • Micro Teach assessment

	<ul style="list-style-type: none"> • Able to manage conflict effectively and creatively • Able to communicate clearly, logically and effectively • A personal commitment to professional development. • A track record of integrating, diversity and cultural issues into service planning, design and delivery. • Shows enthusiasm for diversity related issues and opportunities – promotes related values and opportunities to others 		
OTHER	<ul style="list-style-type: none"> • Share Catch22 values • Awareness of and commitment to Equality & Diversity • Willing to travel and work flexibly • Desire to develop and undertake training as required • 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. 		