

Position: - Multi-skills Trainer

Job Title:	Multi-skills Trainer
Hours:	Full Time – 37.5 Hours per Week
Contract Type:	12 month Fixed-term contract
Salary:	£28-34K (depending on qualifications)
Responsible to:	Head of Training

Job Description:

The Multi-skills Trainer will plan for and deliver construction courses within a custodial setting and in the community in order to prepare people currently imprisoned for employment upon their release. You will set high expectations for the work environment in terms of security, health and safety and outcomes for the learners.

General Main Duties and Responsibilities:

- To provide both accredited and unaccredited training in Painting and Decorating and/or Multi-skills
- Plan engaging and challenging sessions with course material that meets the need of individual learners
- Actively engage learners in their own evaluation and assessment. Including ensuring you maintain group profiles, individual learning plans and additional learning support records.
- Ensure daily registers, enrolment forms, learner data and assessment planning is carried out effectively.
- Support the monitoring of delivery and achieved qualifications, in line with data protection regulations.
- To support tutors and case managers to help shape and positively impact our learners and participants' futures.
- Follow all safeguarding, and Health and safety regulations to ensure a safe and secure working environment in line with company and prison policies.
- Work collaboratively with other trainers and case managers to ensure support is provided to all learners to progress into further learning and employment.
- Ensure that all records are up to date, accurate and meet all GDPR requirements
- Act as an ambassador for the company at external networking events

Multi-Skills Trainer - Personal Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> City & Guilds 6219-07 Diploma 	
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> Extensive experience of teaching further education ideally within a custodial setting. Evidence of outstanding teaching delivery and a teaching qualification minimum AET. Experience of working with people with complex needs and/or emotional barriers to learning, ideally within a custodial setting. An understanding of working with awarding bodies such as City and Guilds & NOCN. Experience of managing teams of people creating a culture of high performance. An understanding of the rewards and challenges of working in partnership with prisons, probation, job centres and regional and central government. An understanding of principles and procedures for safeguarding vulnerable adults including the 'Prevent' strategy. Excellent written and verbal communication skills. Ability to work collaboratively within a thriving team environment. 	<ul style="list-style-type: none"> Experience of teaching functional skills and employability Qualified IQA
Physical:	<ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 Ability to undertake manual work and to perform tasks 	
Personal Qualities:	<ul style="list-style-type: none"> Passionate and proactive people-person able to build effective relationships with people at all levels. Strong negotiation skills with the ability to dissolve conflict quickly. Committed to the company's belief that everyone has the ability to change and deserves an opportunity to do so. Authentic, empathetic communicator with a high level of emotional intelligence. Impartial and open minded; a voice of reason. Passionate and proactive people- 	

	<p>person who actively contributes within a team.</p> <ul style="list-style-type: none">• This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in line with your post and the team's needs. Job descriptions are reviewed frequently and may be amended at any time in accordance with the needs of the company.	
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The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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