

Harington Scheme
Job Description.



Job Title: Vocational Trainer/Assessor (Horticulture and Employability Skills)

Reporting To: Vocational Training Manager

Responsible for: Up to 50 learners as part of a team of trainers

Main Functions:

Work as a part of a small team to plan and deliver vocational training programmes (horticulture, retail and employability) for people with learning difficulties/disabilities, helping to prepare them for employment, further education or independent living. Ensure that training and assessing standards are maintained at a high level, that health, safety and welfare of trainees are maintained and to contribute to the delivery of functional skills and personal development programmes.

Main Duties and Responsibilities:

1. Contribute to the initial assessment and induction of learners on all programmes.
2. Contribute to the planning and design of individual learning programmes.
3. To deliver and develop a balanced programme of training working towards vocational qualifications at Entry Level and Level 1 as part of a team of trainers and contribute to Functional Skills (English, Maths and ICT) and personal and social development delivery through embedded teaching and learning.
4. Develop schemes of work and lesson plans for teaching and learning sessions.
5. Assess candidates working towards qualifications and ensure the maintenance of candidate portfolios and assessment records.
6. Carry out awarding body external tests and assessments when trainees are ready.
7. Assist with preparing and implementing annual, weekly, and daily training schedules.
8. Act as a keyworker to a number of learners reviewing their progress, providing pastoral support, guidance, and liaising with external organisations as appropriate.
9. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD.
10. Share good practice and contribute toward quality improvement within the organisation.
11. Attend regular team, moderation/assessor and supervision meetings.
12. Maintain accurate records.
13. Adhere to and promote all company policies, particularly Health and Safety, Equality and Diversity and Safeguarding.
14. Be responsible for the maintenance of personal health and safety and development of best practice, as well as that of our clients and fellow staff, as required by the company, the Health and Safety Executive, and any other monitoring or contracting body.
15. Assist with development of the learning programme, specific quality improvement activities and/or staff development.
16. Work as a member of the Harington team and carry out cover for other staff as and when required.
17. Carry out other duties as specified by a senior member of staff as commensurate with the grade.

Salary: £24,996-£27,774 per annum (Grade B)

Hours: 37.5 hours a week (08.00 – 16.30 or 08.30 - 17.00) plus occasional weekend duty for which time off in lieu will be granted.

Annual Leave: 25 days rising to 30 after 5 years service

This job description will be reviewed annually- Version July 2016

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Person Specification: **Vocational Trainer /Assessor (Horticulture and Employability Skills)**

Essential criteria
Ability to teach basic horticulture and employability skills up to Level 1: <ul style="list-style-type: none">• Relevant horticultural qualifications and/or proven experience of horticultural work and the ability to provide effective employability skills (or retail or other relevant) training• Experience of teaching, training or coaching others.
Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent full teaching qualification. <u>Or</u> Basic teaching qualification (PTLLS, 7307) <u>and</u> one of the following : <ul style="list-style-type: none">• Assessor award (A1 or D32/33) and current experience of assessing• Advice and guidance qualification (level 3 or above)• A professional qualification that is relevant to the job description and/or client group.
Good ICT skills and/or an ICT qualification
Knowledge of/commitment to equal opportunities for all and a commitment to improving the lives of young people and people with learning difficulties
Commitment to safeguarding and improving the well-being of children and vulnerable adults and ability to follow safeguarding procedures.
Demonstrable knowledge and understanding of Health and Safety requirements.
The ability to work as an effective member of a team.
Good administrative and organisation skills
Good standard of written and verbal communication and numeracy (equivalent to level 2).
Willing to undertake continuous professional development as necessary.

Desirable criteria
Experience of working with young people with learning difficulties
Current knowledge of the post-16 education sector
A full driving licence
Ability to teach retail skills

This post involves working closely with young people and vulnerable adults therefore appointment will be subject to an Enhanced DBS with Barred List check