



Apprenticeship Trainer

LOCATION: Remote
REPORTS TO: Programme Manager

To effectively manage a caseload of Apprenticeship learners to successfully achieve and exceed targets. You will be great at designing and delivering teaching learning and assessment sessions which motivate, engage, develop, improve, stretch and challenge the knowledge, skills and behaviours required for the job role and Standard.

You will provide support and mentor learners to develop their confidence to progress and excel in their careers, and employers the confidence that we understand the needs of their business.

You will be mostly home based, with quarterly face to face delivery expected, as well as occasional client meetings and site visits. You will receive great support from your line Manager as well as your colleagues.

- Maintaining a caseload of up to 40 learners to meet retention and achievement targets
- Designing and developing outstanding teaching, learning and assessment
- Continuous review of resources and delivery plans for improvement
- Keeping accurate records; monitoring and reporting on learner performance and ensuring compliance is met in line with the ESFA rules
- Effectively utilise the e-portfolio system (OneFile)
- Providing feedback which offers stretch, challenge and progression opportunities
- Keeping up to date with sector trends and ensuring delivery meets expectations
- Attending Standardisation meetings
- Engaging with employers and ensuring they are fully involved in Apprenticeship Programmes
- Ensuring learners are well prepared for EPA
- To work in collaboration with all centre staff to ensure learner success
- Work with the Quality team to continuously develop the apprenticeship programmes
- To attend CPD events and programmes as appropriate
- To be willing to travel to sites for delivery and meetings
- Delivery of Maths and English



CONTRACTUAL COMPLIANCE

- To ensure learner starts and achievements are timely.
- To ensure retention of learners is in line with SCL targets
- To ensure compliance, quality and consistency of assessment

General Duties

- Share SCL's vision, mission, values and behaviours, and communicate them effectively
- Participate in staff reviews and professional development activities and be actively involved in the company's culture of high expectations
- Value diversity and promote equality
- Contribute to company events
- Adhere to SCL's policies and procedures including health and safety
- Ensure good communication at all levels
- Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
- Any other duties that management considers appropriate
- Conduct the 'self assessment' process with regard to the quality of learning and liaise with other members of the management team on production of the annual SAR and QIP
- Represent the Company in promotional activities i.e. external events out of normal office hours as required.
- Attend various network groups and ad hoc meetings.
- Obtain feedback from learners and employers, analyse and make any appropriate improvements.

PERSONAL

- To manage own personal development in line with agreed annual performance objectives
- To ensure own training and development, including CPD, is up to date and compliant with relevant professional bodies.

ESSENTIAL SKILLS AND QUALIFICATIONS

- Experience in delivering Level 3 and/or Level 4 retail programmes
- Occupational qualifications and/or experience to a minimum of level 3 and or 4
- Innovative approach to learning with ideas which promote engagement
- Exceptional customer service skills and a real team player
- Enthusiastic and professional manner
- Flexible approach
- Proficient in Microsoft Office suite
- Functional Skills level 2 in Maths, English and ICT or equivalent



- Experience of working in high demand environments, to targets and tight deadlines
- Full UK driving licence and access to own car

DESIRABLE SKILLS AND QUALIFICATIONS

- IQA Qualification
- PTLLS or higher teaching qualification
- Assessing qualification (CAVA or equivalent)
- Experience of Ofsted/Matrix inspection
- Experience of working for a Private Training Provider or FE/HE Establishment
- Experience of meeting audit expectations (e.g. ESFA)
- Proficient in OneFile
- Minimum 2 years' experience within a teaching, learning and/or assessment role, delivering Apprenticeship Frameworks and/or Standards

VALUES AND BEHAVIOURS

- Health and Safety Work Place Risk Assessments
- You are enthusiastic
- You will always go the extra mile
- You have a "make it happen" attitude
- You deliver on your promises
- You are a positive role model
- You always place the customer at the heart of everything you do
- You realise by working as team we are stronger together

WHAT SCL OFFER?

- Attractive benefits for you and your family - We offer Life Assurance, Income Protection and reimbursement for dental, optical and alternative health therapies to all of our staff
- An exciting and rewarding employee recognition scheme - We make sure excellence is recognised and give our stars a very special VIP experience at our annual awards
- Outstanding internal promotion prospects
- Investment and Training - We are dedicated to developing you to reach your potential
- Companywide Socials - A chance for the entire company to get together
- Excellent Staff discounts on SCL services - Opportunity to save on childcare costs at SCL provisions

The safety and welfare of children is paramount to SCL, all applicants will be subject to thorough background checks to ensure their suitability to work with children. These will include, but are not limited to; reference checks, police checks, DBS checks and qualification checks.