



Apprenticeship Trainers

Salary spinal point range: 21-24 | Based in Twickenham| Sessional | Casual

About the service

This post will be part of our successful Way2Work Apprenticeship team, located within the Workforce Development (WFD) Service which is structurally positioned in the Business Services directorate of Achieving for Children.

Way2Work delivers apprenticeship training for the organisation on behalf of Richmond upon Thames Borough Council. The service provides apprenticeship qualifications in several occupational areas including Business Administration, Customer Service, Early Years, Teaching Assistants, Team Leading and Management.

Way2Work also offers Traineeships for young people aged 16 plus, working closely with internal and external departments to facilitate work experience, Functional Skills and employability training. Rated a Good provider by Ofsted, the Way2Work apprenticeship service is well established, experienced and has maintained exceptionally high qualification achievement rates for the past 10 years, exceeding the national rate by more than 20%.

About the role

The post holder will be an experienced apprenticeship assessor/trainer. As an experienced trainer or apprenticeship assessor, you will be responsible for:

- Delivering face to face and virtual classroom based teaching and learning to apprentices and trainees in line with Government and Awarding Body Standards
- Developing or enhancing schemes of work, resources and lesson plans
- Supporting learners of all ages and abilities on apprenticeship standards and preparing them for End Point Assessment

The post holder will be expected to work to the AfC values and work alongside the existing experienced team to meet the needs of apprentices locally.

About you: our role specification

Qualifications

- Educated to degree level with a relevant professional teaching qualification
- English and Maths GCSE/O'Level grade A* - C or Key Skills/Functional Skills level 2 achieved
- An apprenticeship assessor or Internal Quality Assurance qualification (CAVA, V1 / TAQA)

Skills and experience

- A substantial level of experience and competency working with the Further Education or apprenticeship sectors.
- Experience delivering the new apprenticeship standards or frameworks.
- Current and up to date knowledge of government funded apprenticeships and/or traineeships.
- Experience teaching and delivering classroom based learning to post 16.
- Experience supporting learners with the achievement of Functional Skills in maths, English or ICT.
- Occupational competence and/or experience in one or more sector subject areas; Business Administration, Customer Service, Early Years, Teaching Assistants, Team Leading, Operational Management, Project Management, Public Sector services, ICT, Human Resources, Recruitment, Learning & Development.

Personal attributes

- A passion for Achieving for Children's vision, mission and values to support children and young people to live safe, happy, healthy and successful lives.
- Strong organisational abilities including: time management, creative-thinking, problem-solving and multitasking.
- Able to work flexibly and independently with limited management oversight.
- Outstanding communication and interpersonal skills that are open, honest, persuasive and pragmatic, including excellent written and verbal skills.
- Outstanding ICT skills, able to use Google applications, such as Google Drive, Classrooms, Meets and other virtual learning platforms.

**The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or working flexibly across the week to meet the business demands. This job profile is provided for guidance only.*

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