

Job Description	
Job Title	Training Consultant
Salary	Points 21 – 27
Main Purpose	To deliver excellent training - on and off-the-job - supporting learners to make progress in the knowledge, skills and behaviours required in their chosen vocation.
Line Manager	Apprenticeship Manager
Date Job Description Agreed	4 th September 2018

MAIN DUTIES
<ol style="list-style-type: none"> 1. Support learners through all stages of their learner journey in building knowledge, skills and behaviours, including, but not limited to: <ol style="list-style-type: none"> a. Enrolment and induction b. Initial assessment and training needs analyses c. Planning for learning, including 20% off-the-job training d. Progress reviews e. Excellent and constructive feedback, including support for English and maths; f. Assessment and mentoring in the workplace g. Gateway assessments h. Preparation for End Point Assessment 2. Work with Senior Training Consultants and Managers to deliver programmes that meet achievement rate targets of the best providers in the sector; 3. Maintain accurate and timely records of learner progress using the appropriate e-systems and documentation; 4. Deliver training and assessment appropriate to the programme that is relevant, inspiring and developmental; 5. Participate in the college's procedures for improving teaching, learning and assessment and take part in relevant CPD that enhances your practice; 6. Ensure the timely submission of documentation including enrolment and achievement paperwork, Gateway and End Point Assessment submissions, achievement and progress evidence, and breaks in

learning;

7. Set aspirational targets for all learners and support them towards the achievement of those targets, adding value to their knowledge, skills and behaviours;
8. Maintain an up-to-date understanding of the sector in which you work, and ensure that your industry experience is current by taking part in CPD;
9. Contribute to the college's self-assessment and Quality Improvement Planning (QIP) process, including identifying strengths and areas for improvement via Programme Review and Evaluation (CRE);
10. Produce and improve learning materials relevant to the programme.

Other duties

1. Use those I.T. packages and systems available for the rapid and efficient completion of job tasks including online E-portfolio systems;
2. Safeguard and promote the welfare of children, young people and vulnerable adults;
3. Ensure that safe working practices are adopted in compliance with relevant health and safety regulations;
4. Demonstrate commitment to the principles of equality of opportunity and treatment, and comply with the requirements of relevant equal opportunities legislation;
5. Attend and contribute to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;
6. Participate in performance management procedures;
7. Undertake such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification

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ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> a relevant teaching or assessing qualification 	<ul style="list-style-type: none"> a management qualification an Internal Quality Assurance qualification
Experience	<ul style="list-style-type: none"> of excellent apprenticeship delivery of relevant and in depth industry 	<ul style="list-style-type: none"> of working with e-portfolios for work based learning

	<ul style="list-style-type: none"> experience • of quality improvement and quality assurance • of the provision of tailored guidance and support related to individual needs of staff and apprentices • of the achievement of personal/team targets within a demanding work environment • of making a positive contribution to raising the levels of retention and achievement of apprentices on particular learning programmes • of continuous professional development • of the development of effective quality assurance processes 	
Skills and abilities	<ul style="list-style-type: none"> • to inspire, energise and enthuse colleagues and apprentices • to communicate clearly and concisely, both orally and in writing • to analyse data, using information to inform decision making • to keep accurate and accessible records • to plan and prioritise his or her personal workload effectively, acting on his or her own initiative and ensuring that deadlines are met • to contribute to improving current systems • to conduct meetings effectively • to stay calm under pressure and meet tight deadlines 	
Knowledge and understanding	<ul style="list-style-type: none"> • of individual target setting as a strategy for raising motivation and aspiration • of equal opportunities in all aspects of College operations • of safeguarding of young people and vulnerable adults 	<ul style="list-style-type: none"> • of the local, regional and national contexts within which the College operates • of the Ofsted inspection framework
Personal qualities	<ul style="list-style-type: none"> • the desire and capacity to continually update industry knowledge • an active and effective team player • a resourceful and imaginative response to problems and opportunities • a determination to be successful • a readiness to adapt to changing circumstances and new ideas • consideration for learners and colleagues • openness and responsiveness to others 	

	<ul style="list-style-type: none"> • a distinct and credible personal presence • excellent judgement • integrity and independence of mind • enthusiasm • reliability 	
Other requirements	<ul style="list-style-type: none"> • full UK driving licence and access to a vehicle for business use (or access to equivalent mobility) 	