

<b>Job Description</b>	
<b>Job Title</b>	Training Consultant
<b>Salary</b>	Points 21 – 27
<b>Main Purpose</b>	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.
<b>Line Manager</b>	Apprenticeship Manager
<b>Date Job Description Agreed</b>	4 <sup>th</sup> September 2018

<b>MAIN DUTIES</b>	
<ol style="list-style-type: none"> <li>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"> <li>a. Enrolment and induction</li> <li>b. Initial assessment and training needs analyses</li> <li>c. Planning for learning, including 20% off-the-job training</li> <li>d. Progress reviews</li> <li>e. Excellent and constructive feedback, including support for English and maths;</li> <li>f. Assessment and mentoring in the workplace</li> <li>g. Gateway assessments</li> <li>h. Preparation for End Point Assessment</li> </ol> </li> <li>2. Work with Senior Training Consultants and Managers to deliver programmes that meet achievement rate targets of the best providers in the sector;</li> <li>3. Maintain accurate and timely records of learner progress using the appropriate e-systems and documentation;</li> <li>4. Deliver training and assessment appropriate to the programme that is relevant, inspiring and developmental;</li> <li>5. Participate in the college's procedures for improving teaching, learning and assessment and take part in relevant CPD that enhances your practice;</li> <li>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</li> </ol>	

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**

<b>Job Title</b>	Training Consultant
<b>Main Purpose</b>	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.

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

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

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