



June 2021

1. JOB IDENTITY

Post Title:	Foundation Apprenticeship Trainer	Service:	Education & Childrens' Services
Section:	Developing the Young Workforce (DYW)	Grade	Practitioner J
Reports to:	Lead Officer (DYW)		

2. JOB PURPOSE

- To deliver programmes of learning in appropriate Foundation Apprenticeship subject areas to groups of students, in accordance with the national Scottish Qualification Agency (SQA) and Skills Development Scotland (SDS) by providing support, guidance and advice to service users, Council staff and local companies, as part of the wider Foundation Apprenticeship team.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Teach relevant subject material in accordance with defined requirements and quality assurance standards, being aware of current developments in the appropriate subject areas.
- Carry out the required assessment of students' work in accordance with Council policy and national guidelines.
- Assist in the enrolment of students, maintain relevant records relating to registration, the assessment schedule, record of work and student performance, and provide relevant information, in accordance with agreed Council procedures.
- Maintain discipline within the classroom and take appropriate corrective action, where necessary, in accordance with Council policies and procedures.
- Plan, organise and make effective use of equipment and resources, and contribute to the production and preparation of learning and assessment materials, using the most effective and appropriate techniques.
- Ensure that all tasks are carried out in accordance with the Council's health and safety policy, defined quality assurance standards and to maintain a safe working environment, and that all deficiencies and defects are reported in accordance with Council procedures.
- Attend, and contribute to, formal and informal subject and team meetings, as appropriate.
- Assist the Lead Officer, DYW, in the delivery of induction programmes, and in providing continuing support throughout the session in respect of students' attendance, timekeeping, behaviour, performance and progression through the course.
- Assist students in formulating decisions concerning career and post-school opportunities.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- HND/Degree in relevant subject area or equivalent transferrable skills and experience.
- Desirable:**
- Professional qualifications and/or membership of relevant professional body.
 - SVQ Assessor Qualifications or willingness to work towards this.
 - Appropriate industry experience.

5. EXPERIENCE

- Essential**
- Relevant professional experience
 - Experience of developing learning materials
 - Experience in capturing, analysing, accurately monitoring and reporting information
 - Proven experience of assessing students obtaining qualifications
 - Experience of designing and implementing guidelines and procedures
- Desirable:**
- Current teaching experience in a Further Education or equivalent establishment
 - Experience of quality systems
 - Experience of E-learning
 - Experience of providing health and safety advice to low level risk premises
 - Working knowledge of health and safety legislation.

6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to play a key role in future curriculum developments.
 - Excellent communication abilities, including verbal, written and presentation skills.
 - Capacity to motivate and enthuse learners.
 - Creative and innovative individual.
 - Self-aware with personal integrity.
 - Committed to delivering a high level of training within the subject area.
 - Flexible approach and a good team player.
 - Excellent organisational skills.
 - Experience in using Microsoft Office packages to a proficient standard
 - Ability to establish, maintain and develop effective working relationships.
 - Ability to prioritise workloads to meet defined timescales and competing demands.

- Ability to deal with confidential and sensitive matters.

- Desirable:**
- Ability to develop new skills in line with new course developments.
 - Ability to communicate and present technical information to students and other team members.

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post