



Job Description

Job Title	Adult Employability Trainer
Department	Foundation Studies
Reporting to:	Adult Education Lead for Inclusive Studies
Main Purpose of the role	
<p>The purpose of this role is to support individuals from complex backgrounds in a range of qualification and community- based learning programmes, with the overarching aim of supporting learners to progress into further learning or employment.</p> <p>Programmes included are:</p> <p>The HOPE Employment Agency works closely with young people/adults, profiling their skills and jointly planning activities that will enable them to achieve their work goals and become independent, active members of their community whilst making progress towards and achieving employment.</p>	
Key Tasks / responsibilities:	
<ul style="list-style-type: none"> • Under the supervision of the Adult Team Lead, to coach, assist and support students to achieve qualifications successfully, within a reasonable time frame. It requires the experience to deal with varying abilities within groups, and the sensitivity to identify possible particular learning requirements. • Awareness of, and compliance with the full audit requirements of the programme is essential. This involves the completion of workshop and observation paperwork, for both the central and tracking records. It also involves providing guidance to the candidates of the building of their own evidence of under-pinning knowledge required for the award • There will also be a requirement to attend team meetings, Open Days/Evenings, Staff Development days and any other duties as directed by the Head of Department • Train and assess learners and their workbooks/portfolios as required • Carry out regular progress reviews and action planning with candidates • Assist in development of effective programme delivery models • Maintain up to date and accurate learner and programme documentation including reviews, ILPs, registers and learner tracking. • Assist with learner recruitment • To work closely with other Assessor/Tutors to support a group of learners in a learning environment • To work with students on a one-to-one basis as required. This may not always be within the confines of a classroom. • Undertake administrative duties as required • Complete and submit compulsory documentation in a timely manner • Assist learners with queries, referring them to central services as appropriate. • To take responsibility for marking registers • To be a positive role model for all students 	

Role Dimensions
<ul style="list-style-type: none"> • Managed by Adult Education Lead • Deliver relevant programmes of study • Job coach/mentor
Key Interfaces
<ul style="list-style-type: none"> • Adult Education Lead Inclusive Studies, Team Lead, IQA, Learning Area Manager • Contacts within various venues including college campus • Learners • External stakeholders including charities and DWP
Supporting College Goals and Values – all roles
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety,
Measurable Performance Standards for this role
<ul style="list-style-type: none"> • Highest possible levels of retention and achievement of learners • Support recruitment to ensure the meeting of Department funding target • Offer high quality training and work towards the department aim to be recognised as outstanding
Level of Disclosure and Barring (DBS) disclosure required
Enhanced with barred list checks
Author and Date
Emma Tustin (7.6.24)
Job Evaluation (for HR Completion)

Score		Profile		Level	
--------------	--	----------------	--	--------------	--

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE English Language and Maths or Level 2 Communication & Numeracy Key Skills	✓		Application form
A1 or equivalent assessor award		✓	Application form
Teaching qualification		✓	Application form
Qualified and experienced Internal Verifier		✓	Application form
Experience and knowledge			
Experience working with adults/young people with SEND	✓		Application/interview
Recent and relevant industry experience working on employability programmes	✓		Application form/interview
Knowledge of the Further Education sector		✓	Application form/interview
Track record as effective teacher/assessor achieving excellent success rates		✓	Application form/interview
Sound subject knowledge in an identified subject		✓	Application form/interview
Skills and abilities			
IT Literate (especially proficient in the use of Excel and Word)	✓		Application form/ test at interview
Organisation skills	✓		Application form/ test at interview

Criteria	Essential	Desirable	Assessed by
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
Ability to meet particular conditions of the role e.g. unsocial hours or travelling between campuses	✓		Application form