The Centre for Housing & Support
Part of the Cornwall College Group

Job Description

Post title: 2x Trainer/Learning Manager - Housing Apprenticeships

Based at: 1x London
           1x Midlands

Reports to: Apprenticeship Manager

Responsible for: Functional relationships to Learning Managers in Region
                 Functional relationship to CHS Business Development Manager.

Grade/Salary: Grade/Salary for *London: £28,315.10 – £33,291.50
               Grade/Salary for Midlands: £25,741 – £30,265
               *Inclusive of 10% London Uplift

Generic role of post:
The Trainer/Learning Manager will be responsible for planning, preparing and
undertaking formative and summative assessment where appropriate, facilitating
learning activity across Apprenticeships Standards and Functional Skills for CHS. Up to
1200 hours per annum of your workload will be scheduled to contact, reduced in
accordance with remission guidelines issued by Cornwall College and for the
managerial aspects of the regional role. Other requirements of this post may include
observation, facilitating support, training and development and dissemination of best
practice. The role will include the development of employer relationships in the
region and initial planning with employers to facilitate Apprenticeship contracts as
directed by the Business Development Manager. This role will be significant in ensuring
that the learners’ experience includes excellent high-quality learning and timely
success, whether that be delivered directly or through the support of the delivery
team.

Specific duties:
• Managing learners in the workplace ensuring their progression within the
  Apprenticeship Standards and Functional Skills.
• Supporting Learning Managers in the Region to successfully deliver programmes to
  a high quality.
• Working with Learning Managers and Tutors to ensure timely completion.
• Developing business and relationships within Region.
• Providing comprehensive sign up, induction, and maintaining regular contact with all
  allocated learners throughout their programme.
• Providing learners with assessment as required to meet the requirements of the
  Apprenticeship Standard, End-Point Assessment, and Awarding Organisations.
• Recording and appropriate dissemination of effective data relating to individual learner’s targets, progression, assessment activities and achievement.
• Maintaining contract compliance on reviews and quality assurance processes including the implementation of internal quality assurance processes and procedures.
• Liaising effectively with students, employers, Learning Managers and colleagues.

**Person Specification**

**Essential:**

• Level 3/4 NVQ (or equivalent) in Housing and/or Management.
• GCSE in Maths and English or equivalent Level 2 qualification.
• An ability and willingness to be developed to deliver functional skills.
• TAQA standards or equivalent qualification in assessment.
• A minimum of 5 years’ experience in Housing.
• Experience of training or teaching and assessing adults.
• Up to date knowledge of the Ofsted process.
• Ability to increase recruitment, retention and achievement whilst maintaining quality standards.
• Ability to travel throughout the region to student/employer workplaces.

**Desirable:**

• Teaching qualification.
• IQA experience and/or qualification.

**Personal Attributes and Qualities**

• Role models College values, underpinned by our mission statement.
• Actively participates in defining own objectives and those of others.
• Plans and schedules tasks in advance, managing priorities as appropriate.
• Works to agreed standards and seeks to improve standards.
• Has significant professional knowledge gained through qualification, practice and theoretical/conceptual understanding.
• Ensures skills and knowledge are up to date through undertaking continuing professional development.
• Creates effective channels of communication.
• Uses resources effectively and looks for ways to improve efficiency and effectiveness.
• Embraces and implements change.
• Shares expertise, knowledge and experience openly.
• Positive, enthusiastic and encourages others.
In addition to job role competencies, Cornwall College values are embedded in all roles. Therefore, all employees will be expected to review the College values document and ensure they understand how the values apply to their role and the wider organisation.

<table>
<thead>
<tr>
<th>College Values</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistent</td>
<td>In addition to job role competencies Cornwall College values are embedded in all roles. Therefore, all employees will be expected to review the College values document and ensure they understand how the values apply to their role and the wider organisation.</td>
</tr>
<tr>
<td>Can do</td>
<td></td>
</tr>
<tr>
<td>Courageous</td>
<td></td>
</tr>
<tr>
<td>Creative</td>
<td></td>
</tr>
<tr>
<td>Connected</td>
<td></td>
</tr>
<tr>
<td>Caring</td>
<td></td>
</tr>
<tr>
<td>Celebrating</td>
<td></td>
</tr>
</tbody>
</table>

**Please note:** All employees of Cornwall College are required to undertake mandatory Safeguarding, Health and Safety, Data Protection and Equality & Diversity Training. All statutory checks governed by “every child matters” will need to be completed before commencing employment.

It may be necessary to check the post holder’s driving licence before commencement of employment to ensure they meet The Cornwall College Group policies required to drive on Cornwall College business ([Pages 40-43 (driving for work policy) of the Health & Safety Policy](#)). If the role requires a staff member to use their own vehicle there is a legal requirement to hold business use category on their motor insurance policies.