



Job Title: Management L5 and Employability trainer

Reporting to: Regional Delivery Manager

Location: London/ Buckinghamshire

Overview:

- The successful candidate will be delivering a range of business qualifications including business administration L3, Team leading L3 , Management L5 standards with ILM qualifications working alongside as well as Employability Practitioner Apprenticeship Standard L4
- You will need experience of delivering to large national employers and be flexible to travel in order to meet the demands of the client. Your caseload will also include SME business.
- A key part of the role will be delivering management workshops to our clients up to and including level 5. The location for this would be central London.
- You will be integral to the development of the workshop delivery activity and ensure that it is fit for purpose and meets the expectation from a grade 1 provider.

Principle Accountabilities:

- Engagement with employers and learners to deliver a quality service – meeting KPIs set for starts, new sign ups, leavers and learner progression through to completion of qualifications and Apprenticeship Standards .
- To deliver functional skills support to learners up to Level 2 in Maths, English and ICT
- Deliver Learning, training, coaching and assessment on work related programmes to meet the needs of employers and learners and to the standards set by awarding bodies or end point assessment organisations.
- Effectively maintain a caseload of learners (at agreed and specified level)
- Individualise programmes to meet the needs of employers to ensure learners develop new skills, knowledge and behaviours which impact positively for the employer .
- Use electronic portfolio system to record learner interventions, reviews, upload work and progress and 20% off the job training.
- Work with the direct line manager to maintain and improve Ixion's quality of delivery across all programmes – including success rates, observations of learning, performance management and taking part in Principal Verifier visits which relate to awards.
- Take an active part in Team and Standardisation meetings
- Take an active role in preparation toward Ofsted inspections as well as taking part in Inspections as requested – This includes but is not limited to striving to achieve a

maintain standards – including maintaining own CPD and maintaining occupational competence in areas of expertise.

- To also be accountable for sourcing each month an agreed number of Learner Starts (either for themselves or colleagues) and as agreed and monitored by their Regional Delivery Manager and COO and as part of the KPI performance measures of this role.
- Ensure all quality and compliance processes are fully adhered to in order to mitigate risks to funding and success rates and to ensure Ixion remains at least Grade 2 Ofsted standard.

Essential Experience and Qualifications required

- Management NVQ level 5 or equivalent
- Experience of delivering ILM to Level 5 or equivalent
- Employability related qualifications
- Competence within the employability sector
- Experience of workshop delivery
- Geographically able to work with learners in a required area
- D32/A1 / TAQA/PTLLS or equivalent training/assessment related qualification
- Knowledge and understanding of appropriate quality and compliance frameworks e.g. Common Inspection Framework and Matrix
- Competent in use of IT including Microsoft Word, Excel and PowerPoint to intermediate user level
- Competent in the delivery Maths and English up to level 2
- Full driving licence and full access to the use of a car
- Working knowledge of H&S legislation and employment law

GENERAL RESPONSIBILITIES:

- Ensure that you work to the IXION Group's vision, values, objectives and priorities and are strongly committed to them
- Understand and adhere to all responsibilities to ensure that the quality requirements of IXION's Quality Assurance Framework, the prime contractor, funding body, OFSTED, DWP Quality Framework, or any other contract stakeholder, are maintained
- Promote the principles of Equality and Diversity and ensure that the policy is fully applied at all times
- Understand and be committed to all personal responsibilities under Health & Safety and Safeguarding procedures, and ensure that the policies are adhered to at all times
- Ensure individual expertise and subject area knowledge is up to date through Continuous Personal Development, including sharing good practice, engaging with training and acquiring / maintaining any individual qualifications required for the role.
- As necessary, and in addition to the above, undertake other activities commensurate with the nature of the post.

IXION is committed to safeguarding and promoting the welfare of all learners/customers, and expects staff to share this commitment.



All Roles will require an enhanced DBS Disclosure check due to the nature of the work to be undertaken.