

## Traineeship Tutor

<b>Job Title:</b>	<b>Traineeships Tutor</b>
<b>Reports to:</b>	<b>Head of Service - Traineeships</b>
<b>Location:</b>	<b>Nationwide</b>

### Purpose

To actively recruit, assess and engage traineeship learners and support their transition to employment and/or Apprenticeships. To deliver traineeship course content, including the delivery of functional skills to meet contract KPI's. To achieve agreed contractual targets through employability skills support, liaising with local employers, local referral agencies and the traineeship placement and progressions officer.

### Main Duties and Responsibilities

1. Proactively recruit, assess and engage with an agreed number of traineeship learners in line with traineeships contracts.
2. Liaise with external partners and agencies to receive referrals
3. Organise and run assessment sessions for young people prior to enrolling on to a Traineeship programme
4. Organise and deliver employability skills, vocational skills and functional skills for young people through a blended learning approach including the use of digital-based delivery models in group sessions or on a 1-1 basis for young people.
5. Contribute to the ongoing development and improvement of traineeship resources and processes
6. Ensure monthly KPIs are met relating to the traineeship contract
7. Build a caseload of traineeship learners, by successfully engaging with young people through a range of different methods
8. Carry out initial assessments and action plans for each young person and monitor their progress through regular contact
9. Build referral links and develop relationships with key external organisations who will refer into Traineeship programmes.
10. Identify relevant progression opportunities for young people, with a particular focus on apprenticeship positions alongside the placement and progressions officer
11. Work alongside the employer & business engagement managers in engaging employers to take on traineeships
12. Take part in all promotional work that supports the work of all youth contracts
13. Provide a high-quality service to both internal and external stakeholders to ensure positive feedback through the company self assessment process and quality improvement strategy

14. Deliver information, advice and guidance to all young people, to help them make informed choices about their future and jointly create a detailed action plan with clear milestones
15. Promote all youth contracts, providing information to young people and establishing a working relationship with organisations such as the Job Centres, local employer groups and voluntary organisations, in order to produce work placement and job opportunities
16. Act on behalf of both IXION and the contract partner, whom IXION is working for and enhance all parties' reputations
17. Develop and maintain a good understanding of youth provision available, agencies related to employment access and the local labour market
18. Work closely with all partner organisations and other support agencies to ensure that referrals as a priority are given to Ixion, rather than our competitors
19. Maintain effective and accurate administration, recording of information, producing reports as required, updating MI Systems and adhering to the Data Protection Act and confidentiality procedures at all times
20. Ensure all quality and compliance systems, processes and guidelines are followed as part of the day to day activity ensuring compliance errors are kept to a minimum to ensure the business is risk free

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be

communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center"><b>Person Specification</b></p> <p align="center"><b>Job Title: Traineeships Tutor</b></p> <p align="center">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• To hold L3 award in education and training (or equivalent)</li> <li>• A1/TAQA/D32/33 qualification or willing to work towards</li> <li>• To hold own functional skills up to L2 (or willingness to achieve)</li> <li>• Full UK driving licence and vehicle</li> <li>• Information, Advice &amp; Guidance Level 3 Diploma or equivalent (D)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven track record of placing NEET young people aged 16-24 into work placement and Apprenticeship roles (ideally 3 years' experience)</li> <li>• Experience of providing and managing information, advice &amp; guidance service to young people.</li> <li>• Experience of delivering Maths &amp; English / Functional skills tuition.</li> <li>• Experience of processes and functions in an account management, or case management and relationship building environment</li> <li>• Experience of working in a target driven environment</li> <li>• Previous experience of providing employment-related training</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Knowledge of barriers that can affect young people's progression into work.</li> <li>• Ability to encourage and motivate young people.</li> <li>• Up to date knowledge of young people issues</li> <li>• Good understanding of the local labour market and employment issues</li> <li>• Strong process and KPI achievement skills, to time and budget</li> </ul>

**Personal qualities, communicating and relating to others**

- Self management – manage workload effectively
- Relationship management – develop and maintain productive relationships with your team, management, clients, partners, sub contractors and all key stakeholders
- Customer focused – committed to understanding client aspirations, supporting their needs
- Represent IXION and The Shaw Trust Group in a professional manner on all occasions.
- Strive to improve practice to be creative and innovative and work towards continuous improvement
- To adopt a co-operative approach to delivery by maintaining and promoting effective communications, sharing good practice across the organisation and externally
- Ability to problem solve and adapt and respond to various situations
- Flexible approach to the demands of the role and to achieve the required results
- Good communication, presentation, organisational and interpersonal skills
- Good IT knowledge or the willingness to develop and undergo any necessary training
- Willingness to travel within the identified area as well as to attend training events

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)