

**Job Title: Traineeship Tutor**

**Reporting to: Head of Service-Traineeships**

**Role Overview:**

To actively recruit, assess and engage Traineeship Learners and support their transition to employment .

To be part of a team delivering contract KPI's on time.

To achieve agreed contractual targets through employability skills support, barrier breaking interventions, personal and social development skills, intervention referrals, mentoring, employer engagement and Job/ Apprenticeship Matching

**Principle Accountabilities:**

- Proactively recruit, assess, and engage with an agreed number of Traineeship learners in line with Traineeships Contracts.
- Liaise with External partners and agencies to receive referrals
- Organise and run assessment sessions for young people
- Organise and run employability, vocational and functional skills 1-1/ group sessions for young people as required
- Contribute to the ongoing development and improvement of traineeship resources and processes
- Ensure monthly KPIs are met for Traineeship Contract.
- Build a caseload of Traineeship learners, by successfully engaging with young people through a range of different methods.
- Carry out initial Assessments and Action Plans for each young person and monitor their progress through regular contact.
- Build referral links and develop relationships with key young people organisations.
- Identify relevant progression opportunities for young people, with a particular focus on apprenticeship positions.
- Work alongside the Employer & Business Engagement Managers in engaging employers to take on Traineeships
- Take part in all promotional work that supports the work of all youth contracts.
- 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.

- 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.
- 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, to produce work placement and job opportunities.
- Act on behalf of both IXION and the contract partner, whom IXION is working for and enhance all parties' reputations.
- Develop and maintain a good understanding of youth provision available, agencies related to employment access and the local labour market.
- Work in close dialogue with all partner organisations and other support agencies to ensure that referrals as a priority are given to Ixion, rather than our competitors.
- Maintain effective and accurate administration, recording information, producing reports as required and updating MI Systems and adhering to the Data Protection Act and confidentiality procedures at all times.
- 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.

#### **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 always fully applied
- Understand and be committed to all personal responsibilities under Health & Safety and Safeguarding procedures, and ensure that the policies are always adhered to
- Ensure that the Code of Conduct, Data Protection, Harassment & Bullying Confidentiality, Anti-Fraud, Data Security, and all other policies of the Company are fully applied at all times
- Strictly adhere to all IXION processes and procedures
- 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.

- Work flexibly across offices, as and when directed by line managers.
- As necessary, and in addition to the above, undertake other activities commensurate with the nature of the post.

### **Core Competencies**

All IXION employees are required to demonstrate several core competencies

- 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.

### **Attitudes & Behaviours**

- Represent IXION 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 with externally.

### **Experience and Qualifications required**

#### **Essential**

- Proven track record of placing NEET young people aged 16-24 into work placement and Apprentice roles (ideally 3 years experience):
  - Knowledge of barriers that can affect young people's progression into work.
  - Ability to encourage and motivate young people.
  - Experience of providing and managing information, advice & guidance service to young people.
  - Experience of delivering Maths & English /Functional skills tuition.
- Up to date knowledge of young people issues.
- Good understanding of the local labour market and employment issues.
- Experience of processes and functions in an account management, or case management and relationship building environment.
- Experience of working in a target driven environment.
- 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.
- Previous experience of providing employment-related training.
- Full UK driving licence and vehicle.

**Desirable**

- Strong process and KPI achievement skills, to time and budget.
- Information, Advice & Guidance Level 3 Diploma or equivalent.

---

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

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