

Job title: Skills Trainer (Housing)**Line manager: Apprenticeship Quality Manager****Grade (if applicable): 3****Direct reports: None****Role purpose:**

The Skills Trainer (Housing) is responsible for planning, teaching, assessing and supporting apprentices and colleagues to complete high-quality training, achieve qualifications and make sustained progress from their starting points.

You will manage a caseload of approximately 40 apprentices, delivering classroom, online and workplace-based learning through group teaching, tutorials, progress reviews, assessment, coaching and tailored 1-2-1 support. You will use your specialist vocational knowledge to design and deliver engaging learning that supports apprentices to develop the knowledge, skills and behaviours required for their apprenticeship, their role and their future career progression.

You will play a key role in improving the learner experience, attendance, retention, achievement and positive destinations. You will work closely with apprentices, line managers, the Apprenticeship Quality Manager, the MIS team, and the Safeguarding and Learner Experience Specialist to ensure apprentices are supported, challenged, safe and able to succeed.

Through your work, you will contribute directly to the Academy's quality of education, curriculum delivery, learner progress, employer confidence, safeguarding culture, quality assurance and inspection readiness.

Key results:

- To work with the Academy Team in achieving its vision and mission and developing and implementing Peabody's Strategic Plan.
- To plan, design, deliver, review and improve curriculum content, schemes of learning, lesson plans, off-the-job learning activities, learning resources and assessment materials within your specialist area.
- To prepare and review training plans and learning materials using initial assessment, prior learning, marked work, learner progress and line manager feedback to meet apprentices' individual needs.
- To deliver engaging, inclusive and high-quality lessons, tutorials, workshops, progress reviews and workplace-based learning activities.
- To manage a caseload of approximately 40 apprentices, ensuring each apprentice receives planned teaching, coaching, assessment, feedback and support.
- To monitor apprentice progress, attendance, off-the-job learning, portfolio development, assessment completion and readiness for gateway, End Point Assessment and/or examinations.
- To identify apprentices at risk of falling behind, disengaging, withdrawing or not achieving, and put timely support and intervention in place.
- To set clear SMART targets through individual learning plans, progress reviews and 1-2-1 support.
- To prepare apprentices effectively for End Point Assessment, gateway requirements, examinations and/or relevant qualifications.
- To provide accurate and timely formative and summative assessment, feedback and records of learner progress in line with the Quality Assurance framework.
- To complete qualification and apprenticeship administration to the required standards for funding, awarding body, internal quality assurance and external quality assurance purposes.
- To take part in standardisation, moderation, learner voice activity, observation, peer review, curriculum review and quality improvement activity.
- To work with apprentices' line managers and key stakeholders to support workplace learning, identify evidence opportunities and promote shared accountability for apprentice success.

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- To work with the Safeguarding and Learner Experience Specialist to identify and respond appropriately to welfare, safeguarding, Prevent, wellbeing, inclusion and additional learning support concerns.
- To embed relevant policies including the Apprentice Code of Conduct, Behaviour for Learning policy, Safeguarding and Prevent procedures, equality and diversity requirements, and Academy quality processes.
- For the data under your ownership, ensure it is collected, recorded, managed and protected to the highest standards, meeting all legal and regulatory requirements.
- To maintain current vocational, sector and teaching knowledge, including developments in apprenticeship standards, assessment plans, Ofsted expectations, awarding body requirements and relevant legislation.

Success metrics:

- Consistently deliver high standards of teaching, learning, assessment, coaching and learner support.
- Apprentices make expected or better progress from their starting points.
- Attendance, retention, achievement and timely achievement are maintained in line with Academy targets.
- Apprentices are effectively prepared for gateway, End Point Assessment, examinations and/or qualification achievement.
- Caseload records, progress reviews, assessment evidence, support actions and compliance documentation are accurate, timely and audit ready.
- At-risk apprentices are identified early and supported through effective intervention and escalation where required.
- Learner and line manager feedback is positive and used to improve delivery and learner experience.
- Teaching, learning and assessment meet internal quality expectations and external requirements, including Ofsted, funding, awarding body and apprenticeship standard requirements.
- Safeguarding, Prevent, inclusion and learner wellbeing concerns are identified, recorded and escalated appropriately.
- Deliver agreed targets, objectives and management information in line with agreed timescales.
- Promote and facilitate a culture of continuous professional development and improvement across the organisation.
- May be required to design and deliver learning across a range of apprenticeship programmes and professional qualifications, in addition to Housing and Property Management, subject to business needs and the individual's vocational expertise.

About you:

You will be:

- Significant vocational experience in housing practice, with the ability to design and deliver engaging, industry-relevant learning up to Level 5, and effectively facilitate learning for groups of apprentices.
- Able to role model and consistently exhibit high expectations and aspirations for all learners, with a strong focus on progression, achievement and continuous improvement.
- Able to motivate, engage, challenge and support apprentices, including those who may not have followed a traditional academic route or who need additional support to succeed.
- Experienced in delivering high-quality teaching, learning, assessment, coaching and tutorials in classroom, online and workplace settings, or willing to develop these skills.
- Able to establish credible and positive relationships with apprentices, line managers, colleagues and external contacts.
- Highly organised, accurate and able to manage a demanding apprentice caseload, competing priorities and regulatory deadlines.
- Able to use data, learner feedback and quality assurance activity to identify risk, improve learner progress and contribute to continuous improvement.

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- Committed to safeguarding, Prevent, equality, diversity, inclusion, learner wellbeing and continuous professional development.

You will have:

- A teaching qualification, or willingness to work towards one, such as the Level 5 Learning and Skills Teacher apprenticeship or equivalent.
- At least a Level 2 qualification in English and maths, or willingness to achieve this.
- Extensive vocational knowledge and experience in Housing and Property Management, with the ability to deliver engaging, industry-relevant learning and effectively coach and support learners undertaking professional housing qualifications or apprenticeships up to Level 5.
- The ability to use your teaching, coaching and assessment expertise flexibly to support delivery across other apprenticeship standards or curriculum areas, where required, would be beneficial.
- Strong teaching, learning and assessment skills and the ability to adapt and personalise your teaching approach to meet the needs of all learners, or a willingness to develop these skills.
- A proven track record of supporting apprentices or learners in their learning journey.
- An understanding of the Ofsted Education Inspection framework, apprenticeship quality requirements and other quality standards within a learning environment.
- Knowledge of Safeguarding and Prevent, and an understanding of the importance of keeping people safe in education.
- A high level of accuracy and attention to detail, with the ability to identify issues, implement solutions, make decisions and accept responsibility.
- Excellent communication, IT, time management and organisational skills.
- The ability to work in an agile environment, under pressure and self-direct.
- An understanding of GDPR, confidentiality and equal opportunities.

This role will require an enhanced DBS check.