

Job title: Skills Trainer (Repairs and Maintenance)

Line manager: Apprenticeship Quality Manager

Grade (if applicable): 3

Direct reports: None

Role purpose:

The Skills Trainer (Repairs and Maintenance) is responsible for designing, planning, teaching, and supporting apprentices and colleagues in completing training and achieving qualifications. They will enhance the learner experience by improving attendance, retention, and achievement, while promoting continuous learner progress and positive career destinations.

This will be achieved through delivering classroom, online, and workplace-based training sessions, as well as providing tailored 1-2-1 and small-group support as needed.

If you are new to teaching, we will support you to train as a teacher through a Level 5 Learning and Skills Apprenticeship. This opportunity will equip you with the skills, knowledge, and confidence to deliver high-quality training and support to apprentices, ensuring their success and progression.

Key results:

- To work with the Academy Team in achieving its vision and mission and developing and implementing Peabody's Strategic Plan.
- To prepare and review training plans, schemes of learning, and teaching/ learning materials using initial assessments and marked work to consider the learners' starting points and individual needs.
- Design and deliver engaging lessons and off-the-job learning activities in classroom, online, and workplace settings.
- At times, travel to workplace sessions, to deliver planned lessons/ workshops to individuals and groups.
- Improve learners' experience through providing ongoing support as required and carry out duties linked to assisting with the quality of support and learner engagement including conducting learner voice activities.
- Prepare learners for End Point Assessment (EPA) and/or examinations to obtain relevant qualifications.
- Continually monitor and review learners' progress and carry out duties relating to the improvement of the learner experience, attendance, retention, and achievement, to bring about positive destinations and continuous improvement.
- Take ownership of the writing, design, and development of the curriculum and attend planning and standardisation meetings as required.
- Coordinate the moderation of assessments and any associated exams.
- Provide support to apprentices in line with our Quality Assurance framework, including the setting of SMART targets via individual learning plans (ILPs), monitoring outcomes, and identifying at risk learners in a timely manner.
- Deliver formative and summative assessments with timely feedback while maintaining accurate records of learner progress.
- Complete qualification-related administrative tasks to required standards for awarding bodies, verified by IQA/ EQA.
- Engage with quality management processes to ensure that teaching maintains Outstanding OFSTED standards.
- Collaborate with the key stakeholders to provide support and guidance on all learner engagement matters and to champion and support diversity, health, and wellbeing activities, and support the internal communication of these.
- Embed and implement all relevant policies including the Apprentice Code of Conduct/ Behaviour for Learning policy.

Version Date:

Signed off by:

- Maintain high standards of data management, ensuring compliance with legal and regulatory requirements.
- Contribute to the promotion and effective implementation of Peabody's Policies including Equality and Diversity, Safeguarding, Prevent, etc. and play an active role in keeping learners safe in their learning environment.

Success metrics:

- Consistently deliver high standards of teaching, learning and assessment.
- Maintain excellent customer service and learner support.
- Enrich the experience of learners through the development of timely, innovative, and creative approaches to learning that meet organisational skill requirements and employee aspirations.
- Act on feedback from; lesson observations, apprentices, line managers, peers or other review processes, to drive continuous improvement.
- Undertake necessary training to professionally develop and keep abreast with current pedagogy and andragogy, practices, and legislation within the sector.
- Use data management systems effectively to track attendance, identify patterns, and implement timely support mechanisms.
- Effectively support the onboarding and induction process ensuring a joined-up approach with the MIS Lead and Learner Experience Team.
- Deliver agreed targets, objectives and completion of management information and audit reports in line with agreed timescales.
- Make sure you are equipped with the right training, tools, systems & support to fulfil your responsibilities and use data in the most effective way.
- Ensure you are trained and fully compliant with Safeguarding and Prevent procedures, and that you attend refresher training, as well as refer issues appropriately.
- Promote and facilitate a culture of continuous professional development and improvement across the organisation.

About you:

You will be:

- Able to teach Multi Skills / Multi Trades practices (carpentry, plumbing, plastering, decorating, etc) to a Level 2 standard and able to impart your knowledge to groups of learners.
- Able to role model and consistently exhibit high expectations and aspirations for all learners with a strong focus on progression and continuous improvement.
- Able to motivate and engage learners to participate in learning activities and make excellent progress.
- Experienced in delivering high quality lessons and tutorials in a variety of learning environments including classroom based and online.
- Experienced in setting a culture of high expectation of performance ensuring achievement of excellent standards in teaching, learning and assessment, and learner satisfaction.
- Able to establish credible positive relationships with colleagues, employees and external contacts and maintain high levels of quality customer service at all times.
- Committed to one-self's continuous professional development including Safeguarding and Prevent.

You will have:

- A teaching qualification or a willingness to train as a teacher/assessor through an apprenticeship.
- A Level 2 qualification in English and Maths (or a willingness to achieve it).
- Experience teaching Multi Skills / Multi Trades or strong vocational expertise that enables effective coaching and instruction.
- Strong understanding of apprenticeship standards.

- Strong teaching, learning and assessment skills and the ability to adapt and personalise your teaching approach to provide context and meet the needs of all learners, or a willingness to learn these skills.
- The ability to support learners in their learning journey and provide learning solutions.
- Knowledge of repairs and maintenance curricula and the Property Maintenance Operative apprenticeship standard. (Desirable)
- An understanding of the OFSTED Education Inspection framework and other quality standards. (Desirable)
- An understanding of quality improvement frameworks within a learning environment. (Desirable)
- A high level of accuracy and attention to detail, with the ability to identify errors/issues, implement a solution focused approach and the ability to make decisions and accept responsibility.
- Excellent communication, IT, time management, and organisational skills.
- Knowledge of Safeguarding and Prevent Agenda and an understanding of the importance of keeping people safe in education. (Desirable)
- The ability to work in an agile environment, under pressure and self-direct.
- An understanding of the requirements of GDPR and the ability to maintain confidentiality.
- An understanding of equal opportunities and a commitment to implement Peabody's Equal Opportunities Policy.

Where criteria are marked as 'desirable', we will work with you to develop your skills and knowledge. This role will require an enhanced DBS check.