

Job Description:

Job Title	Digital Trainer
Department	Business Skills Solutions
Reports to	Head of Core Skills
Contract	Permanent
Location	Solar House, East Ham Campus

Our Vision & Values

“To develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers. “

College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
 - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
 - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
 - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
 - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
 - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person's list check.

Job Purpose

To deliver teaching, learning and assessment to learners on a wide range of digital qualifications delivered as part of our core digital programme.

The role will require the successful candidate to have a good understanding of the delivery of digital qualifications including Level 3 networking and cyber security, L3 digital product design and L3 software development.

You will have a passion to inspire every learner that goes through a digital programme with us to enable learners to thrive and succeed. The ideal candidate will lead, develop, and deliver high quality sessions across the adult digital department.

This role requires a highly motivated and self-driven person to deliver teaching, learning and assessment to learners on digital courses. Tutors will have recent experience in the sector; they will be sensitive to the needs of unemployed learners within the local community looking to develop the confidence and skills necessary to progress to further education or employment. The tutor will take full responsibility for the effective running of the course and the associated administrative duties in accordance with the funding regulations.

Key duties and responsibilities:

- To work as part of the Core skills team to design, develop, and deliver individual programmes of training and assessment on our Digital Programmes up to Level 4
- Develop high quality learning resources, to include schemes of work and session plans for use in the workplace, online and or classroom.
- Accurately track and monitor the progress of each learner against all aspects of their programme.
- Develop and record effective and high-quality individual learning plans that clearly outline key targets for all learners.
- Use and record progress effectively, to ensure the learners are on track and aware of the progress they are making.
- To provide progression, retention and achievement information for all courses being taught.
- Ensure all work and assignments give the learners the opportunities to reach the highest grades and that work submitted is marked in the expected time frames and gives incisive and constructive feedback so the learners are very clear on the areas they need to improve.
- To develop and share materials to support teaching and learning
- Work with the Head of Core Skills to inform any concerns with the learners that could put progress being made at risk.
- To contribute to the overall Core Skills quality improvement plans and key performance indicators.
- Support College initiatives and aspirations to achieve Net Zero carbon

Person specification:

The post holder will:

- Deliver a timetable of teaching, learning and assessment as agreed with the Head of Core Skills
- Undertake delivery planning in collaboration with team members that is compliant with all external requirements.
- Develop and share materials to support teaching and learning.
- Plan and deliver digital courses that use innovative methodologies to develop the skills learners need to succeed and progress.
- To provide careers information, advice and guidance to support learners gain skills, knowledge and confidence to achieve their next steps
- Undertake all related administrative duties to include completion of registers, preparation of learning materials and learner assignments, marking of work and providing constructive feedback to learners etc.
- To ensure ILPs and progress reviews are completed appropriate to individual learner requirements, including the setting of smart targets and action planning to monitor learners progress and help learners to plan next steps and progression routes
- Produce schemes of work, lesson plans and assessment schedules for individual courses
- Monitor and report on learner attendance and performance on an ongoing basis
- Act as a group tutor to coach and mentor learners to ensure retention, achievement and progression
- To deliver teaching, learning and assessment ensuring a positive learner experience and timely achievement.
- Ensure the timely completion of assessment and documentation to meet awarding body, audit and organisational requirements.
- Submit portfolios in a timely manner for internal/external verification and work with the IV to ensure quality improvement.
- Work within the framework set out by Awarding Bodies, including verification and moderation systems, whether set internally or externally.
- Maintain records of learner's progress and achievement and ensure all records are accurate and complete.
- Undertake appropriate learning and development activities as required for the job role and maintain a record of all CPD.
- Attend standardisation and team meetings to develop team and individual performance.

The College wishes to appoint highly skilled and committed staff to work as part of a high quality and flexible project team.

Evidence of the following will be looked for during appointment.

EXPERIENCE:

- Experience in teaching and assessing Digital courses at levels 1-4
- Experience of teaching HNC/HNDs
- Experience of contributing to education, training, or learning environments
- Experience of delivering in specific areas such as coding, cyber security, computer programming etc
- Experience of course development and lesson planning
- Knowledge of using Microsoft packages and technologies such as Adobe, Java
- Experience of planning and delivering in line with Ofsted requirements

QUALIFICATIONS

- Educated to degree level or equivalent in a relevant digital area
- A recognised teaching qualification
- GCSE or Level 2 in Maths, English
- Assessors/Verifiers Award

KNOWLEDGE AND SKILLS

- Ability to motivate and inspire individuals to learn and achieve in the classroom
- Enthusiasm for and competent understanding of the subject area
- Knowledge of effective training for learners and how to deal with barriers to learning and progression
- Knowledge of the local labour market, training opportunities and relevant support agencies
- Ability to plan learning in line with Ofsted requirements
- Excellent written and verbal communication skills
- Ability to work as part of a team and individually
- Excellent organisational and administrative skills
- Excellent digital skills including administrative packages (i.e. Office) and other associated digital technologies
- Ability to work across College sites
- Flexible in approach and receptive to new learning initiatives
- Confidence in using digital environment to support communication, collaboration of team working
- Excellent interpersonal skills

ANY OTHER ABILITIES

- Commitment to the College aims and ethos
- Ability to work quickly and accurately under pressure
- Ability to prioritise work to deadlines
- Ability to work flexibly as a member of the team
- Have a commitment to health and safety, Safeguarding and Prevent as appropriate
- Accurate record keeping