

HEREFORDSHIRE, LUDLOW & NORTH SHROPSHIRE COLLEGE

Job Description

STUDY PROGRAMME KEYWORKER

FACULTY	County Training
RESPONSIBLE TO	Youth Employability Skills Programme Manager

COUNTY TRAINING

County Training, as part of Herefordshire, Ludlow and North Shropshire College, are the largest training provider in Shropshire, operating from several bases across the county. We are a major provider of apprenticeships and work-based training, as well as adult learning programmes and full time study programmes for young people seeking to progress into further education or employment. We work closely with businesses and employers across the region, as well as other stakeholders such as local councils.

JOB PURPOSE

The post holder will be responsible for the recruitment of learners onto the Study programme (Advance) and Traineeships and the planning and monitoring of positive outcomes for learners in order to meet targets for their progression: onto an apprenticeship programme, further education or employment, according to their needs and interests.

A key role will be to find and develop work experience placements with a range of local employers. The post holder will be responsible for the administration and management of learners and the co-ordination of all aspects of their training. They will assess accurately learners' level of prior knowledge, carrying out diagnostic tests to help design individual programmes for each learner. In addition, they will help learners prepare for employment, covering a range of skills including interviews, presentation, time keeping, attendance and understanding the expectations of employers.

The post holder will be based at one of our sites in Shropshire but may be required to support other students located at other venues throughout Shropshire.

County Training is committed to safeguarding and promotes the welfare of all learners and expects all staff to share this commitment.

MAIN DUTIES AND RESPONSIBILITIES

A flexible approach is required to the job as change may be necessary within the scope of the post.

RECRUITING, PLACING & SUPPORTING LEARNERS

- To maintain a full time caseload of 25-30 learners.
- To liaise regularly with careers advisors, IAG teams, local secondary schools and other referral agencies to ensure recruitment targets are met.
- To take part in the recruitment and induction of learners into the Study Programme or Traineeship
- To assess accurately learners' level of prior knowledge, carrying out diagnostic tests to help design individual programmes for each learner.
- To place learners in appropriate, relevant and safe work experience placements. This will include employer engagement, contacting local employers by telephone, email and visiting in person to build a network of employers to provide placements for learners.
- To draw up an appropriate training plan for learners, with work placement as a core element, which meets the needs and interests of the learner
- To regularly monitor the progress of the learner against the training plan and to ensure that the learner progresses onto a positive outcome - an apprenticeship, suitable employment or further education & training.
- To meet regularly with Tutors/Assessors to discuss learner progress and agree achievement targets, helping learners to meet learning aims and career progression targets in a timely manner.
- To feedback regularly to learners, in a timely manner, so that they always understand how much progress has been made and what they still need to achieve. To action plan with them and set SMART targets, contributing to updates to Individual Learning Plans
- To maintain accurate records of all activity according to contract and quality assurance requirements and to track and report back on individual learner progress.
- To agree learner retention, achievement and progression targets with your line manager at regular work action planning meetings.
- To help learners prepare for employment by supporting them in developing a range of work-ready skills such as preparing for interviews, delivering presentations, time keeping, attendance and understanding the expectations of employers.
- To ensure that learners on the Study Programme or Traineeships are supported to access and apply for suitable apprenticeship vacancies or other suitable training, education or employment opportunities, following the completion of their learning programme.

- To follow up, in a timely manner, learners who are not attending and to provide the appropriate level of support and guidance, in order that learners may achieve their full potential.
- To support learners who lose their placement to find new placements to allow the learner to complete their Study Programme or Traineeship.
- To supervise learners' conduct and comply with health and safety and safeguarding procedures, ensuring the welfare of the learners under your care.
- To undertake some delivery of non-accredited learning with embedded maths and English to support learners needs and interests, which will help them move through the programme effectively.
- To cover for colleagues during holidays, sickness and other absences to ensure continuity of service provision.
- To carry out any other reasonable duties as requested by the Line Manager.

CONTRIBUTION TO THE WIDER TEAM

- To attend and contribute to course and sector team meetings where applicable
- To participate in staff appraisal processes, and other staff development programmes, as appropriate
- To comply with County Training administrative and quality procedures as required
- To comply with and follow County Training's safeguarding & prevent, health & safety, equality & diversity and data protection policies and procedures

PERSON SPECIFICATION

Essential

- GCSE at grade A – C (9-5) in English and Maths (or equivalent)
- A relevant teaching or learning support qualification (or willing to work towards)
- Excellent communication, organisational and interpersonal skills
- Ability to work effectively and productively with other team members
- A good understanding of safeguarding and the ability to maintain a safe and secure learning environment
- The ability to motivate young people who are facing significant barriers which are preventing them from achieving their full potential.
- The ability and confidence to successfully contact employers to seek out work experience, apprenticeship or employment opportunities for learners.
- Good core IT skills including the ability to work with email systems, internet and Microsoft Office packages such as Excel and Word
- Own transport (travel expenses paid)
- The post will include occasional evening work covering parent's evenings etc.
- Willingness to undertake first aid training with a view to becoming a first aider if appropriate

Desirable

- Relevant teaching or learning support experience within either a secondary school, work-based-learning or further education environment
- Relevant work or voluntary experience inside or outside of the teaching and learning sector involving supporting and mentoring young people
- A good working knowledge of a wide range of common learning disabilities and effective response strategies
- A counselling qualification
- Knowledge of Health and Safety in the workplace
- An Information Advice and Guidance (IAG) qualification at level 3 or above
- Experience of Ofsted inspection and the self-assessment process