

Job Description



Job Title:	Community Learning Trainee
Location:	Groundwork Offices, Wrexham
Responsible to:	Community Learning Lead
Number of hours per week:	Up to 30 hours per week. Occasional evening & weekend working.
Salary:	Minimum Wage (age dependant)

Purpose of the job

As Groundwork's community learning and training offer grows and develops, we are seeking a motivated individual who is looking to become an adult community learning tutor of the future. We are looking for someone who is personable, creative, and has a passion for supporting others and the aspiration to make a difference.

Even if you have no teaching experience and do not have a Level 2 equivalent in Numeracy and Literacy, we want to hear from you, if you want to explore a career in the future in teaching adults. We will support you to upskill and gain experience in delivering adult community Learning through shadowing and supporting our experienced tutors.

The post holder will be expected to start to gain relevant qualifications and support our delivery in communities across the following delivery: employability, family learning, digital skills, wellbeing and essentials skills. Delivery of our courses is targeted at those learners who are the hardest to reach in communities.

Summary of Main Responsibilities

- Support the delivery of our learning programmes, including employability, essential skills and engagement sessions for our beneficiaries, with an emphasis on high standards and good customer service.
- Support the recruitment, support and mentoring of learners who lack confidence or who face barriers to accessing or continuing on their learning journey,
- Contribute to and support internal and external quality assurance processes for our Centre statuses and meet the requirements of Awarding Bodies in the delivery of accredited and regulated training.
- Support the creation and production of course materials and training manuals to meet specific training needs

- Support the delivery of inspirational tuition, support and guidance to learners throughout their learning journey in the classroom, outdoors or via digital delivery through online platforms.
- Support the delivery of effective learner management methods to provide inspirational and innovative learning, designing and deliver differentiated lessons to ensure active participation.
- Construct and maintain all learner documentation to meet quality and funding compliance.
- Support the management of course resources and paperwork efficiently to meet customer requirements and to adhere with Awarding Body requirements.
- Respond positively to observations following internal quality assurance that will ensure quality and consistency on courses.
- Support the development, delivery and monitoring of projects, activities and services in line with agreed timescales and within set budgets, ensuring these are delivered to our quality standards.
- Work flexibly as part of a team and across teams, including occasional evening and weekend working.
- Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.
- Provide support at promotional and networking events to establish and sustain the organisation's partnerships with other organisations, agencies and initiatives.
- Attend and contribute to project and team meetings as required.
- Represent the organisation professionally, to internal and external contacts as required assisting with the promotion of projects and the broader activities of the group.
- Ensure all performance measures are accurately recorded, evidenced and submitted to set deadlines, to include case studies, information from clients on their views and capture any benefits or learning's for the future - including any job and/or training outcomes.

Other Duties

- Willingness to achieve qualifications and attend training relevant to the role.
- Ensure compliance with the organisation's Health & Safety Policy, financial regulations and other established policies and procedures, preparing risk assessment and good health and safety management for activities.
- Be responsible for any equipment used including cleaning and maintenance.
- Any other reasonable duties as may be requested by your line manager.

The attached list is not an exhaustive list of duties as the role may change from time to time to meet requirements and objectives of the Training Team.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Level 1 numeracy and literacy, evidenced by qualifications or completion of a literacy and numeracy assessment which can be provided if required. • Experience of supporting and engaging people in a work capacity. • Good IT Skills. 	<ul style="list-style-type: none"> • Experience of supporting learners who have English as a Second language. • Experience of supporting learning

	<ul style="list-style-type: none"> • Understanding of health & safety and its application in work practices. 	
People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Ability to engage and motivate others. • Ability to form effective working relationships with people from a wide range of backgrounds. 	<ul style="list-style-type: none"> • Ability to plan and prioritise workload effectively to meet targets and deadlines.
Judgement & Initiative	<ul style="list-style-type: none"> • Good organisational skills. • Ability to work as part of a team. • Confident and enthusiastic. • Attention to detail. 	
Communication	<ul style="list-style-type: none"> • Good written and verbal communication skills. • Ability to work with individuals at a variety of levels, internally and externally • Ability to represent the organisation professionally to internal and external contacts. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh.
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Ability to maintain confidentiality as required. 	
Other	<ul style="list-style-type: none"> • A commitment to the vision and values of the organisation. • Full driving licence. • Appreciation and understanding of Welsh heritage and culture. 	