



Job Description Painting & Decorating Trainer/Assessor

1. Key Purpose of Job: To deliver and conduct training and assessment as appropriate on and off site as required facilitating timely or relevant success of learners and providing a wide range of training solutions based on employer and learner needs.

Reporting to: Construction Department Head

Responsible for: Training Assistants, Apprentices and Students within the workshop.
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Liaising with: Directors, other heads of department, staff with cross departmental responsibilities, Finance, IT and Quality, Referral agencies, Parents and Employers

2. Duties and Responsibilities All duties shown below may be applied in any situation in the training centre, in the workplace or partner working
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To assist and oversee the supervisors to ensure that each training workshop is organised and ready for practical activities, which will include lesson plans and preparation of course material, which will encourage learner participation.
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Carry out initial assessments with a learners to be able to assess their suitability for the course.
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To provide training and assessment for a range of participants working towards a Vocational qualification, to prepare the participant for progression into either further training or employment
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To promote new ideas to management, actively market the services/courses in order to increase the numbers of learners.
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To provide reports to management when requested on attendance, qualification, progression etc

To monitor and support participant progress to ensure completion within agreed timescales appropriate for level and individual needs.

To organise and undertake assessment planning with learners; assist learners in the appropriate completion of site diaries/evidence portfolios and any other relevant documentation which enhances achievement or the training provision
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To ensure your workshop is organised ready for practical activities, ensuring learners are supervised at all times within a friendly, safe, working environment, taking responsibility to respond to any reports or signs of problems a learner may be experiencing that may be effecting their positive progression.

To ensure an initial assessment is completed with a learner to be able to assess suitability for the course and to liaise with other supervisors ensuring learners are set and working towards targets to show their progression within areas

To assist with writing & implementing lesson plans and individual training plans ensuring learners are working towards and completing units in order for them to gain qualifications
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Liaising and working with Stride Quality Assurance Co-ordinator, examination board external verifier, and training manager to ensure the standards specified for the delivery of above qualification are met at all times, to assist with the development and/or implement new training schemes as required

Undertake reviews and target setting with learners, informing relevant parties of progress
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Be responsible for tracking and reporting progress of learners on a regular basis/as required. Be responsible for reporting any concerns with progress. Ensure learners complete training before
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end date/agreed timescale and provide feedback on students work and assignments
To carry out general maintenance repairs when required.
To maintain standards of cleanliness, safety and hygiene of the premises and equipment and operate within the guidelines of the Health and Safety and Hygiene Regulations.
Ensure that accidents/incidents within the department are reported and investigated.
Ensure the supervision of participants is maintained at all times and particular with new or inexperienced individuals.
Assist with and undertake employer questionnaires or surveys and feedback to improve the quality of service as appropriate.
Undertake a minimum of 30 hours CPD per annum and achieve relevant new teaching qualifications
Maintain awareness of industry developments and update skills through staff development etc
Ensure compliance with health and safety regulations, to ensure a safe and friendly environment for participants, staff, visitors and customers.
Ensure compliance with Strides equal opportunity policy including compliance with statutory regulations with regard to employment legislation.
To provide the best possible service to all customers (both internal and external) in line with Strides standards.
Be responsible for safeguarding and promoting the welfare of your students having due regard to Strides Child and Vulnerable Adults Policy.
To carry out any other reasonable task as requested by management to ensure to smooth running of the organisation.