

Construction & Trades: Workplace Trainers/Assessors

Location: Multisite – Milton Keynes

Hours: Up to 37.5 hours per week (including some evenings and weekends as required)

Flexible Working: We welcome applications from those seeking flexible or part time hours

Salary: Up to £32,579 per annum

Apprenticeships: Development opportunities are available through Apprenticeship standards

Reporting To: Head of School

Closing Date for Applications: 14.05.21

IN SHORT

Milton Keynes College are looking to expand our team of **Workplace Trainers**, particularly in the areas of **Construction** and **Trades**. This is to meet the growing number of learners studying towards an Apprenticeship and enable us to continue delivering a high level of service and expertise to local employers.

We are particularly keen to hear from professionals from the following Trades:

- **Groundworks**
- **Engineering**
- **Electrical installations**
- **Carpentry**
- **Painting & Decorating**
- **Multi trades**

Your experience and knowledge direct from the industry is vital to your success as a Workplace Trainer and will enhance the learner experience and inspire students to progress in to their chosen careers.

Ideally you will have a teaching qualification and assessor/IQA qualifications, however – we are keen to hear from those wishing to get in to teaching and those willing and eager to obtain these qualifications in order to develop. Experience of working with learners in a similar capacity designing and delivering workplace skills and knowledge training sessions will be advantageous.

If you'd like to hear more about our Workplace Trainer/Assessor opportunities within these areas, please apply today to express your interest and be considered.

MK College will treat all applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College. All offers made to successful candidates are subject to satisfactory outcomes to a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.

MAKE A **DIFFERENCE** - In this role, you will:

Work with Learners

- Inspire, motivate and raise aspirations of learners through your own enthusiasm and knowledge
- Deliver training sessions to develop skills and knowledge
- Ensure individual students' learning needs are met
- Provide timely, constructive, verbal and written feedback
- Address the mathematics and English needs of learners
- Maintain own caseload forecasts of overall and timely success
- Maintain accurate records of learner achievements
- Value and promote social and cultural diversity, equality of opportunity and inclusion

Work with Employers

- Build positive and collaborative relationships with employers
- Carry out employer apprenticeship framework and qualification suitability checks
- Undertake employer risk assessments and manage action plans to ensure learner safety in the workplace
- Work in partnership with employers to design programmes of learning which combine on and off the job learning to meet both employer workforce skill development needs and awarding body requirements
- Actively promote progression pathways and seek opportunities to secure employee/learner progression to higher level learning
- Maintain and update your teaching and training expertise and vocational skills through collaboration with employers

This job description is just a guide; you'll be expected to be flexible and perform any other duties as reasonably required of you by your manager and your role is likely to evolve and develop over time. In all your duties, you will be required to take reasonable care of yourself and ensure the safety of our students, your colleagues and other people with whom you come into contact at the College.

ABOUT US

Welcoming those who want to learn and improve, we focus on meeting individual needs. The College is at the heart of the city's economic vision and community strategy, in addition to being a major employer with over 1,000 people working with us. We build and nurture strong partnerships with the wider community and local businesses with an interest in making the Milton Keynes College Group a safe, innovative and inspiring place in which to learn and work. We are proud to offer an open and inclusive education experience to learners of all levels and backgrounds, with over 3,000 16-19 year olds currently studying with us and a total student population of over 8,000. We offer a broad variety of qualifications, including vocational courses, apprenticeships, higher education, professional certificates as well as employability skills and community training.

Founded on the principle of Further Education's ability to transform lives through learning, we're proud to create an environment that attracts the best staff and students from Milton Keynes and the surrounding areas and supports education in Prisons nationally. The value we gain from the diverse communities we serve is immeasurable. We want all our staff, students and learners to feel they are an integral part of the College and together we will create an inclusive culture where everyone can contribute to College life and our collective knowledge and growth. When applying for a role at the College, you can expect the same level of commitment towards diversity and inclusion as you'll experience when you've started with us. We treat all our applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College.

Code Makers Academy is a subsidiary of Milton Keynes College and is the delivery arm of the South Central Institute of Technology. The South Central IoT is a consortium of prestigious partners led by Milton Keynes College. Anchor partners include Microsoft, McAfee, Evidence Talks, Activate Learning, Cranfield University and KPMG.

The College is also a national provider of education services in prisons across the country. For nearly 30 years, we have worked with offenders in both custody, the wider community and currently work with 19 prisons across England; this includes 13 prisons, which make up the Long Term High Security Estate, and 6 category B, C & D men's prisons.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education (KCSIE). We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. **All offers made to successful candidates are subject to satisfactory outcomes from a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.**