

Job Description for Post of **Apprentice Trainer**

# Job Description

**Job Title:** Apprentice Trainer

**Career Level:** 5 Admin

**Department or Business Sector:** MTC Training – Delivery (OAS)

**Location:** Culham Science Park, Abingdon OX14 3DB

**Reporting to:** Senior Trainer

Heading:	Description
<p><b>1. Job Purpose</b></p>	<p>MTC's vision to develop a training capability that embeds adaptable skills, knowledge and behaviours that future proof UK manufacturing. Aligning technical content identified in MTC's core business to our apprenticeship and commercial (engineer upskilling) is at the core of our strategy.</p> <p>The Apprentice Trainer role is required to manage and develop a comprehensive and innovative teaching and learning experience in a variety of practical and theoretical skills within the current apprenticeship trailblazer standards.</p> <p>The role will require you to deliver high quality technical training to small groups of learners through face-to-face or online learning following nationally recognised qualification.</p> <p>As well as developing technical knowledge and skills you will be instrumental in developing softer skills which are embedded within apprenticeships. This will require you to provide regular constructive feedback to learners and record their impact on their own learning on a regular basis.</p> <p>Key activities would include:</p> <ul style="list-style-type: none"> <li>• Effective delivery of electrical based knowledge and practical subjects at level 2, 3 and HNC; paying due regard to developing independent learners, and enabling apprentice progression towards successful completion of both the level 3 apprenticeship &amp; HNC programmes.</li> <li>• Management of all physical learning resources and teaching spaces required to ensure the training and assessment of learners is achieved within the guided learning hours.</li> <li>• Learning content creation and development of apprenticeship trailblazers' schemes-of-work. Identifying and coordinating the integration of relevant existing training offers from industry partners into the apprenticeship scheme of work</li> <li>• Monitoring of the learning environment. Ensuring learner workplace Health, Safety and welfare by working with the DSL</li> <li>• Ensuring the progress of the whole caseload of Learners towards completing their apprenticeship in a timely manner. Supporting their individual needs and tailoring your approach to support them.</li> </ul>
<p><b>2. Communication</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate high level technical information at a granular level to ensure the scaffolding is in place to allow the learner to build on their knowledge.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and a strong communicator</li> <li>• Excellent written and oral communication skills</li> </ul>
<b>3. Innovation</b>	<ul style="list-style-type: none"> <li>• Striving to improve our technical training offering by developing new and interactive methods of teaching</li> <li>• Integrating the latest industry standards into the curriculum through building relationships internally and externally</li> <li>• Ability to be creative in thought processes and delivery.</li> </ul>
<b>4. Knowledge</b>	<ul style="list-style-type: none"> <li>• High level of Electrical engineering knowledge preferably gained from a number of years of industrial experience.</li> <li>• Experience in delivery of Electrical principles and industrial electrical control, motor control and panel building</li> <li>• Evidence of lean practices and training delivery.</li> </ul>
<b>5. Qualifications</b>	<ul style="list-style-type: none"> <li>• Industry related qualifications such as HND, or NVQ's – essential</li> <li>• 18<sup>th</sup> Edition qualified to deliver Industrial Electrical engineering - essential</li> <li>• Functional Skills Level 2 / GCSE's in Maths and English grade C or above - essential</li> <li>• CAVA or equivalent assessor qualifications - desirable</li> <li>• Recognised Training/Teaching Qualification - desirable</li> <li>• Internal Quality Assurance qualifications – desirable</li> </ul>
<b>6. Person Specification</b>	<p>All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:</p> <ul style="list-style-type: none"> <li>• Acting responsibly, putting MTC's interests ahead of personal ambition;</li> <li>• Providing inspirational leadership to all who come in contact with you;</li> <li>• Delivering in the broadest sense a great working environment;</li> <li>• Leading with humility, honesty and integrity in all that you do;</li> <li>• Promoting teamwork, supporting through difficult times and collectively celebrating our successes.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Customer and quality focused.</li> <li>• Approachable and empathetic in manner, and able to handle issues with sensitivity and confidentiality</li> <li>• Self-starter, able to work on own initiative</li> <li>• Ability to work independently and in a team</li> <li>• Ability to work autonomously and be comfortable updating various internal stakeholders on a regular basis.</li> <li>• Can work under pressure to meet tight deadlines</li> <li>• Highly articulate and highly presentable</li> <li>• High levels of organisation skill and attention to detail is essential</li> <li>• Able to work without direct supervision, able to respond to multiple demands with a 'can do' attitude.</li> <li>• Confidence to give presentations to a wide variety of audiences</li> <li>• Self-motivated regarding their Continual Professional Development</li> <li>• Able to work in a way that promotes the safety and wellbeing of children and young people</li> </ul>