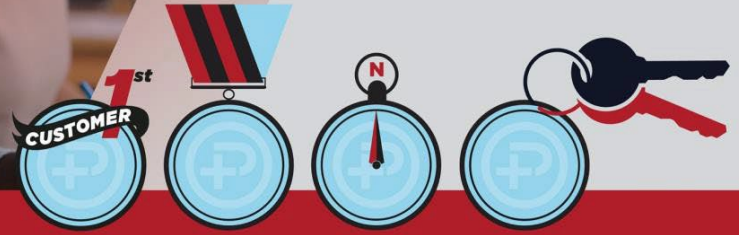


**“We change lives.  
One individual at a time.  
And in the same way, we’re  
going to change society.”**



## Job Description

JOB TITLE	Academy Trainer
DEPARTMENT	Quality - Prison Education
REPORTING TO	National Quality Manager
CAREER GROUP	Delivery
DISCLOSURE LEVEL	Prison Clearance

### MAIN PURPOSE OF THE ROLE:

This role is part of the Justice Training Academy, based remotely, responsible for delivering teacher training qualifications across the Prison Education Framework contract.

This person will be part of the Quality team and specifically work closely within the Training Academy to ensure that delivery of teacher training meet PeoplePlus quality standards, external awarding organisation and Ofsted requirements.

### KEY RESPONSIBILITIES

The Academy Trainer will







- Design and prepare content for the assessment and delivery of Level 4 in Certificate of Teaching.
- Responsible for delivery of high quality training and assessment of course content on prison sites to support and progress the overall qualification.
- Achieve minimum KPIs of 90% retention, completion and achievement.
- Carry out progress reviews for all tutors enrolled, providing coaching and mentoring to support their learning journey.
- Support the Training Academy Lead with delivery of and internal quality assurance of Level 3 Award in Education, Level 3 Assessor Award and any other related teaching qualifications.
- Support the Training Academy team in preparing all documentation and evidence for External Quality Assurance visits.
- Implement the planning, learning and assessment process for every tutor enrolled to a high standard in line with the awarding organisation criteria.

- Ensure the marking of work and assessment are completed in a timely manner and provided in both written and verbal developmental feedback format in line with company standard.
- Keep timely and accurate records of the learner journey through relevant tracking systems, including attendance, engagement and outcomes.
- Report monthly to the National Quality Manager on numbers enrolled, achieved and progress.
- Support the quality team with internal quality reviews and Ofsted preparations.
- Fully comply with the Prevent Duty and promote the British values in all that we do.
- Fully comply with company and prison policies and procedures.
- Assist with any other duties within the scope and nature of the post.

## PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>Education, training, and qualifications</b>	✓	✓
Maths and English Level 2	✓	
Level 3 Certificate in Assessing Vocational Education	✓	
Level 4 Certificate in the Internal Quality Assurance of Assessment		✓
Full teaching qualification at level 4 and working towards level 5 and above, or equivalent	✓	
<b>Skills, knowledge, and abilities</b>	✓	✓
Extensive knowledge of assessment and internal quality assurance and how this should be applied in an educational setting.	✓	
Understanding of design and delivery of training programmes to ensure successful outcomes.	✓	
Ability to deal with a range of learners and be flexible and responsive in approach in order to coach and motivate them to achieve	✓	
Excellent communication skills with the ability to build effective and positive relationships.	✓	
Respect for and understanding of Safeguarding, Equal Opportunities, Health and Safety and Data Protection policies with specific attention to health and safety requirements when organising off-site activities.	✓	
Excellent organisational and time management skills; prioritising and managing to deadlines	✓	
The ability to travel to carry out the requirements of the role, given the remote nature of the prison sites, a car is essential as public transport links are not adequate.	✓	
<b>Experience</b>	✓	✓
Experience of monitoring and evaluating outcomes and feedback to support continuous improvement.	✓	
Experience and knowledge of working with external awarding organisations for assessment and internal quality assurance.		✓
Experience of developing curriculum/ programmes of learning and of planning for and delivering for a roll-on roll-off programme	✓	
Strong background in coaching and mentoring to support the achievement of qualifications.	✓	

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DEMONSTRATE THE PEOPLEPLUS TRADEMARKS		Essentials	Desirable
	<b>True North</b> - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do.	✓	
	<b>Own It</b> - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it.	✓	
	<b>Improve to be the best</b> - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best.	✓	
	<b>Think big and take risks</b> - Our leaders are always looking for Innovative new ways to delight our clients and customers. They know where they are going and inspire their teams to achieve amazing results. Speed is of the essence and they are prepared to take calculated risks – decisions are reversible, and they learn from them. They are very happy to respectfully challenge their peers and once a decision is made, they are wholly behind it.	✓	
	<b>Take ownership with integrity</b> - Our leaders take ownership and act on behalf of the whole company ensuring their actions have exceptional impact on the business in both the long and short term. They listen, are honest and treat people with respect and measure themselves and their teams against the best in the industry.	✓	
	<b>Attract, retain, and develop top talent</b> - Our leaders act as coaches and mentors and are always looking to develop their teams, help their colleagues and raise the performance bar with every new hire and promotion they make. They recognise people with exceptional talent and willingly share them across the organisation.	✓	
	<b>Simple is Best</b> - Our leaders create a vision for their team and lead by example. They ensure everything they do, and expect from their teams, is simple and not over-complicated. They don't 're-invent the wheel' and share best practice across the business. They encourage the exchange of views and the generation of simple, innovative ideas to help us learn and grow	✓	
	<b>Deliver Results</b> - Our leaders live and breathe the PeoplePlus Vision and Trademarks. They never compromise and ensure their teams fully understand what is expected of them. They have exceptionally high-quality standards and are constantly focused on delivering the business objectives in a timely way.	✓	

#### Additional Information

Travel is required across the contracted regions in the prison education contract with this role, own car and willingness to travel is therefore required.