

Job Title:	Employability Tutor (Manufacturing)	
Role Purpose:	<p>GEM Partnership provides total workforce solutions which deliver tangible results for business. We will identify, recruit and train personnel, allowing companies to bolster their operations, retain talent, and unlock the potential of the most valuable asset – employees.</p> <p>We provide pre-employment training tailored to specific environments or role types, helping you bolster productivity and save valuable time.</p> <p>We are committed to supporting our candidates at every stage of their employment journey. From identifying the perfect type of role, to pre-employment training, interview advice and CV support, we ensure all our candidates have the best possible chance of securing their dream job.</p> <p>We are expanding our delivery team and are looking for talented professionals who are passionate about training.</p> <p>We are looking for experienced professionals who have industry experience and teaching qualifications. However, if you have a flare for training, we will provide full CPD and mentoring to kick start your career as a Manufacturing Trainer.</p> <p>The role will involve delivering bespoke pre-employment training aligned to manufacturing industry sector and our clients to prepare our candidates to be work ready.</p> <p>The tutor will deliver classroom sessions in the community and on our client's premises in the North East Region. Delivering engaging and practical manufacturing training to allow all candidates to achieve a full level 2 qualification.</p>	
Relationships:	Department	Delivery
	Reports into	Operations Manager
	Direct reports	None
Duties and Responsibilities:	<p>Delivery of Training</p> <ul style="list-style-type: none"> Delivering classroom training sessions that are engaging and practical to embed tools and techniques that are relevant to the candidates' industry in a simulated environment. 	

	<ul style="list-style-type: none"> • Deliver engaging, current and cutting-edge pre-employment programmes to upskill candidates and prepare them for working within a manufacturing environment. • Monitoring and evaluating the delivery to feed into continuous improvement cycle. • Share best practice with your peers. • Contribute to the review of the quality of provision and implementation of any changes through standardisation <p>Assessment</p> <ul style="list-style-type: none"> • Carrying out assessment and feedback in accordance with EAL assessment specifications and correctly completing all compulsory assessment documentation. • Achieve KPI's set including quality & compliant enrolment and learner documents, achievement and retention of learners on programme. . • Ensuring evidence provided by learners is sufficient to meet requirements. • Providing objective feedback to the learner about performance and achievement. • Devising and agreeing an assessment action plan with the candidate as appropriate. • Completing all relevant assessment forms and returning them to the internal quality function. • Assist in the development of individual learning plans and set appropriate targets for candidates throughout their programme. • Providing feedback to the internal quality assurer. • Upholding the standards of the qualification • Promote Equality & Diversity, Safeguarding and Health & Safety and embed within delivery (hot topics). • Information, Advice and Guidance (IAG) throughout the learner journey. • Supporting our Self-Assessment (SAR) by compliance of Curriculum Course Review completion. • Attend Team Meetings, Standardisation and CPD events as and when required. • Attend visit as required by the awarding body. • Keeping and maintaining records in line with awarding body and subcontracting procedures. • Promote and implement policies and procedures
<p>Knowledge and Experience required</p>	<p>Essential</p> <ul style="list-style-type: none"> • Experience of delivering training sessions <p>Desirable</p> <ul style="list-style-type: none"> • Industry experience • Delivery of employability training

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Train the Trainer <p>Desirable</p> <ul style="list-style-type: none"> • Assessing qualification • Teaching qualification (Level 3) • IQA Qualification
Indicative Salary	<p>£25k - £28k depending on experience and qualifications</p> <p>£2k car allowance</p> <p>Mileage and expenses</p> <p>Laptop, phone, projector and MiFi</p>