

MISSION – TO PROVIDE LEADING EDGE TRAINING SOLUTIONS AND ENSURE OUR CUSTOMERS RECEIVE OUTSTANDING TRAINING AT OPTIMAL COST

JOB TITLE: Lean Manufacturing Trainer

SALARY: £32,000 full time (part time would be considered)

BENEFITS: Mileage at HMRC rates (currently 45p per mile)
25 days holiday per year plus bank holidays
laptop
mobile phone
bonus options

BROAD STATEMENT OF JOB FUNCTION:

Deliver improvement technician and manufacturing apprenticeships at L2 and L3, as well as management apprenticeships and other areas within occupational scope. Safeguard and promote the welfare of children, young people and vulnerable adults. Maintain expertise and knowledge of specialist areas and complete professional development to enable an outstanding level of service to be provided. Provide pastoral and learning support to learners to enable them to achieve. Proactively promote the values of TRS Training Ltd and current educational and employment priorities.

PERSON SPECIFICATION

SKILLS REQUIRED:

- Teaching, training or practical experience of Lean Manufacturing and Management apprenticeships
- Experience of Lean Six Sigma
- Experience of developing schemes of work and bespoke training programmes
- Experience of end point assessment
- Excellent interpersonal skills, being able to communicate effectively with employer and learners
- Excellent IT skills

MINIMUM REQUIREMENTS:

- Experience of operating in a Lean environment (Problem Solving, Six Sigma, etc.)
- Recognised Assessor/Teacher qualification
- English and maths to level 2
- Full UK driving licence

RESPONSIBLE TO:

Training Director

MAIN ACTIVITIES:

- Develop assessments to accurately measure learners' progress and understanding and set, mark and assess work, ensuring learning outcomes have been met and that feedback is both detailed and constructive.
- Monitor retention, achievement and success rates
- Contribute to the self-assessment of Lean Manufacturing curriculum area, the identification of actions for improvement and the implementation of development plans
- Devise appropriate schemes of work, lesson plans and individual learning plans, in classroom, one to one and distance-based sessions
- Support business development activities and employer engagement
- Maintain all relevant course documentation and learners' records in line with the relevant Quality Assurance Procedures
- Provide high quality IAG to prospective learners, including the completion of initial assessments and enrolment processes.
- Deliver exceptional training and assessment services to learners.
- Timely completion of documentation in relation to learners to ensure audit compliance and shows high quality of training.
- Provide mentoring and support to the Lean Manufacturing Curriculum Team

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- Carry out learner reviews in line with agreed timescales and set realistic milestones for achievement.
- Keep employers and line manager fully informed about their learners' progress.
- Support the IQA to complete their activities, complying with improvement recommendations where required, and respond promptly to any activities relating to EQA actions or requests for information.
- Follow organisational procedures in relation to registration, certification, exam bookings and achievements.
- Gather feedback from learners and employers on the quality of service provided.
- Provide monthly reports on learner progress.
- Support recruitment and marketing activities.
- Carry out all duties in a safe and professional manner, adhering to all organisational policies, with reference to TRS Training Ltd's Company Values, Safeguarding, Health and Safety, Equality and Inclusion, Prevent Duty and British Values.
- Keep up to date with relevant course subject matter, industrial/commercial developments, course examination/assessment requirements and legislation on learnership and work-based programmes.
- Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the organisation.

ADDITIONAL ACTIVITIES:

- Participate in staff development activities and maintain ICU and CPD in line with organisational policy and personal development plan.
- Attend staff meetings
- Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld.
- Actively promote British Values, Equality and Inclusion, PREVENT Duty and safeguarding.

SPECIAL CONSIDERATIONS:

- The role will require travel.
- The candidate must have a good standard of English and maths and would preferably be qualified to level 2, or would commit to achieving these within the first 6 months of appointment.

CRIMINAL CONVICTIONS

This organisation is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

EQUAL OPPORTUNITIES

TRS Training welcomes applications from all members of the community regardless of age, race, ethnic background, religion or belief, gender, sexual orientation or disability.

DATA PROTECTION

TRS Training retains personal data in line with the provisions of the Data Protection Act 2003. All data will be retained securely and for the purposes it was given only. It will not be retained for longer than 6 months where appropriate and applications which do not result in employment will be confidentially destroyed after this period.

This post is subject to Enhanced DBS clearance.