

Supply Chain/LGV Trainer

Salary

£29,000

Benefits

Mileage at HMRC rates, 25 days holiday per year, laptop and mobile

Job function

- To safeguard and promote the welfare of children, young people and vulnerable adults.
- To deliver LGV and wider supply chain apprenticeships.
- To maintain expertise and knowledge of their specialist areas and complete professional development to enable an outstanding level of service to be provided.
- To provide pastoral and learning support to learners to enable them to achieve and will proactively promote the values of TRS Training Ltd and current educational and employment priorities.

Skills required

- Teaching or training experience of apprenticeships
- LGV driver training
- Experience in developing schemes of work and bespoke training programmes
- Excellent interpersonal skills, being able to communicate effectively with employer and learners
- Excellent IT skills

Minimum requirements

- English and maths to level 2
- Recognised LGV Cat C and / or C+E licence
- Recognised Assessor qualification
- Recognised teaching qualification
- Full UK driving licence

Responsible to

Training Director

Main activities

- To deliver outstanding teaching and assessments to supply chain learners, including LGV, warehousing, porters and traffic office subjects.
- To develop assessments to accurately measure learners' progress and understanding and set, mark and assess work, ensure learning outcomes are met, and that feedback is detailed and constructive.
- To devise appropriate schemes of work, lesson plans and individual learning plans for the classroom, one to one and distance-based sessions
- Maintain all relevant course documentation and learners' records in line with the appropriate quality assurance procedures

- To provide high-quality IAG to prospective learners, including the completion of initial assessments and enrolment processes.
- Timely completion of documentation concerning the learner's programme to ensure it is audit compliant and shows a high quality of training.
- Keep employers and line managers 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.
- To follow organisational procedures for registration, certification, exam bookings and achievements.
- To gather feedback from learners and employers on the quality of service provided.
- Provide monthly reports on learner progress.
- To support recruitment and marketing activities.
- To carry out all duties safely and professionally, adhering to all organisational policies, with particular reference to TRS Training Ltd's Company Values, Safeguarding, Health and Safety, Equality and Diversity, Prevent Duty and British Values.
- Keep up to date with relevant course subject matter, industrial/commercial developments, course examination/assessment requirements and legislation on apprenticeship and work-based programmes.
- To participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work, and enhance the organisation's reputation.

Additional activities

- Participate in staff development activities and maintain ICU and CPD according to 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 Diversity, PREVENT Duty and safeguarding.

Special considerations

- The role will require flexibility in working patterns in response to learners' availability.
- 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 six 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. This post is exempt from the Rehabilitation of Offenders Act 1974. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

This post requires enhanced DBS clearances and two references, one of whom must be from the applicant's current or most recent employer.

[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 2018. All data will be retained securely, and for the purposes it was given only. It will not be kept for longer than six months where appropriate, and applications that do not result in employment will be confidentially destroyed after this period.