

Job Description

**Job Title:** Equine Trainer-Coach

**Organisation:** Haddon Training

**Department:** Operations

**Responsible to:** Operations Manager

**Report Written by:** Chief Operating Officer

**Locations to cover:** South West (*Wiltshire and Oxfordshire*) or

South East (*Berkshire, Hampshire, Surrey, Sussex, Kent,*

*Middlesex, Herts*) or Essex

# Overall Job Purpose:

To enrol, induct, assess, train, teach and support a caseload of learners who are undertaking an Apprenticeship, Advanced Apprenticeship or other Work Based Learning programme (e.g. Diploma, Traineeship etc.).

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| Area | Responsibilities |
| **Enrolment** | * To thoroughly and accurately complete the enrolment documentation for Apprentices and Trainees
* To submit/scan documentation to the central MIS team within 24 hours
* To correct any errors within a timely manner
* To forward original documentation to the central MIS team, once clear for input
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| **Induction** | * Conduct a ‘walk and talk’; ask the learner to show you around the location and provide you with an overview of the company, the structure and their job role
* Conduct a site health & safety check and risk assessment (including on site accommodation check if appropriate)
* Review the learner’s C.V, approved prior learning, experience and attainment. Complete a vocational skills check/scan to ascertain the Apprentice’s start point
* If relevant to the Apprenticeship standard select optional units with both the learner and employer
* Complete English, Maths, learning styles and ICT diagnostic assessments, providing the learner with detailed feedback and agree areas for support. Generate an ISP (ITLP insert)
* In line with the Training Agreement draw up and agree a detailed individualised teaching & learning plan (ITLP) with the learner and employer – detailing clear milestones/targets for all components of the standard. Agree a visit plan.
* Issue learners with their portfolio and vocational resources (including the VLE zones)
* Carry out a full introduction to Information, Advice and Guidance (IAG), Equality, Diversity and Inclusion (ED&I) and PREVENT/Safeguarding
* Make the learner/employer aware of Survey Monkey and Haddon’s approach to gathering and using feedback at regular intervals
* Complete a visit record outlining activity and learning
* Set SMART targets for the first 2 months (8 weeks)
* Upload copies of the ITLP, Route Planner, Diagnostic Assessment, Learning Styles, visit record and SMART action plan to Tracker
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| **Learner Progression** | * To engage with the employer on arrival at location and before departure. If not present send a ‘sorry I missed you’ email with a summary of activity, learner progress and a copy of the SMART action plan
* To visit all learners every 30 days and complete a detailed visit record, clearly showing progress against all learning aims
* Ensure that 20% Off the job training is thoroughly recorded
* Visit ALN learners fortnightly to provide interim English and maths teaching, learning and support
* If relevant to the standard carry out vocational assessments using appropriate assessment methods to suit individual requirements
* To ensure all English and Maths work is marked, corrected and discussed with the learner – clearly embedding Functional Skills
* Have meaningful discussions with learners at each visit covering Equality, Diversity and Inclusion, Health and Safety, PREVENT and Safeguarding
* Thoroughly record all Information, Advice and Guidance
* To report all learners or locations at risk to Operations Manager, recording all management of Causes for Concern
* To report any safeguarding issues immediately to the Designated Safeguarding Officer (DSO) – following Haddon’s ‘at risk and referral’ procedure
* To conduct a thorough review at 8-week intervals with both employer and learner; reviewing previous targets (clearly documenting training, teaching and assessment activity/achievements). To also set SMART milestone targets for the 8 weeks ahead. Reviews must summarise progression and achievements against all learning aims
* To upload updated ITLP’s, Visit Records and Reviews and any other appropriate documents to Tracker within 2 working days of each visit
* To ensure tests are requested, booked and confirmed in a timely manner in line with the Learner Journey – working closely with the MIS team
* To plan activity to ensure the learner remains on track and achieves in a timely manner (by PED)
* Develop, implement and manage remedial action plans for any learners deemed behind
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| **Data and Time Management** | * To submit portfolios/work for sample as requested by the nominated IQA
* To review the Audit Log each week and ensure actions are closed within 14 working days – working closely with the MIS Team
* To ensure all learners achieve in a timely manner (by the planned funding end date)
* To ensure all learners achieve their functional skills at least 3 months before their PED
* Check accuracy of data by reviewing the in-learning list weekly – notify any errors to the MIS team
* Responsible for managing own time, planning visits and keeping outlook fully updated (times/locations/overview of activity)
* Work closely with the Apprentice and employer to decide the appropriate time for entry into the gateway
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| **General** | * Participate in the promotional and marketing of Haddon’s training programmes and courses
* If under capacity, self-generate a minimum of 2 leads per month
* Attend monthly 121 caseload reviews with Programme Manager
* Attend and participate fully in monthly team meetings
* Attend standardisation sessions as and when required
* Maintain and submit a log of CPD (internal and external) – every quarter
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| **KPI targets** | * To ensure all audit action for starts are cleared within 5 working days
* To ensure any missing certificates are obtained within 30 days
* **Maintain** a minimum caseload of 40 funded learners (Full-time), to be no lower than 90% capacity
* To self-generate leads and starts when under capacity – set by PM
* To ensure all learners are visited and progressed every 30 days – clearly documenting progression against all learning/programme aims. **To have no learners over 30 days without a visit**
* To keep all ITLP’s thoroughly up to date as a working and dynamic document
* To complete a thorough review on a 60 day cycle and then at exit, showing clear progression against all learning aims and setting SMART targets: **To have no learners over 60 days without a review**
* To have no leavers over 6 weeks (effectively managing ‘at risk’ procedures)
* If using level 1 Functional Skills as a stepping stone to level 2 – ensure that level one is achieved three months before PED to allow time to teach at level 2 for entry to final tests.
* To keep all learners on track, with no learners PPED
* To be graded 2 or above through Observation of Teaching, Learning and Assessment process
* To clear all audit errors within 14 working days of notification
* To achieve a minimum of 85% overall and 85% timely success rates
* To maintain CPD records and submit to your PM each quarter
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| **Essential qualifications** | * To hold appropriate qualifications in specialist vocational area e.g. Level 3 or equivalent as a minimum
* Excellent IT skills that include Word, Excel, PowerPoint and Outlook
* To hold or achieve Level 2 Functional Skills Literacy and Numeracy and ICT (within 6 months of employment date)
* TAQA qualified
* Relevant teaching qualification (Minimum PTTLS) or Education and Training level 3 or 4
* IAG level 3 qualification

Mandated Courses* Health and Safety at work
* Safeguarding
* PREVENT
* ED&I
* Data Protection
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| **Skills** | * Sufficient vocational background/industry experience and skills to cover the full standard
* To be able to work on own initiative and maturity but also able to work as a team player
* To demonstrate effective time management, planning and organisational skills
* Ability to build a strong working relationship with colleagues, learners and employers; demonstrating outstanding communication and interpersonal skills
* To share our passion for outstanding customer service (Customer Charter)
* To be aware of delicate and sensitive areas of confidentiality and ensure data protection at all times
* Absolute attention to detail
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| **Personal** | * Take responsibility for own CPD and work with the Programme Manager to monitor progress
* Agree annual objectives and targets with the PM
* Participate in and achieve any CPD qualifications agreed by SMT, and within agreed timeframe
* Ensure you are available to travel and be away from home as required
* Possess a full driving licence.
* Undergo an enhanced DBS check
* Undertake any other duties which may be required to meet Haddon Training strategic objectives (Business, Operational and Quality Improvement Plans)
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*‘Developing potential for future success’*