



## **JOB DESCRIPTION**

**POST TITLE:**                   **Apprenticeship Technical Trainer**

**Ref: HCF CATCH/64**

**HCF CATCH Ltd  
CATCH Facility  
Redwood Park Estate  
Stallingborough  
NE Lincolnshire**

**REPORTS TO: Apprenticeship Delivery Manager**

### **1. PURPOSE OF JOB**

To lead on the delivery of the CATCH apprenticeship programmes within a specific trade area (Electrical, Instrumentation, Mechanical, Welding or Pipefitting). To develop, deliver and assess provision within an apprenticeship standard delivered by CATCH. Responsible for working with the Apprenticeship Delivery Manager to ensure provision is delivered to the highest quality, exceeding customer expectations.

### **2. MAIN RESPONSIBILITIES**

- i. To specialise in practical delivery of workshop and plant based training which form part of all CATCH Engineering Apprenticeships.
- ii. To deliver trade specific elements of the Level 3 Technical Certificate as part of the CATCH apprenticeship.
- iii. To develop training material for trade specific apprenticeship programmes This includes, course outlines, schemes of work, lesson plans, presentations, videos, voice overs, Q&A sets, assessment materials and all other relevant documentation.
- iv. To deliver online tutorial sessions/webinars as and when required
- v. To facilitate and assist with other training programmes and accredited courses to approved training standards as when required.
- vi. To attend regular departmental meetings to report on key activities and performance against set objectives.
- vii. To ensure that the delivery of sessions, the resources used, the management of sessions and assessments are OFSTED and awarding body compliant, and to assist in any inspections.
- viii. Any other duties as appropriate in line with the post.

### 3. CONTACTS AND RELATIONSHIPS

**INTERNAL** – Apprentices, CATCH team members mainly Apprenticeship Delivery Manager, Chief Operating Officer, other CATCH trainers/Associates and Business Support Manager.

**EXTERNAL** Member companies and their employees responsible for their apprentices.

### 4. DECISIONS

Discretion – Makes day to day decisions in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

### 5. WORK ENVIRONMENT

- i. Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors. On a daily basis, reports to the Apprenticeship Delivery Manager
- ii. Physical Demands – The work may require moving and handling display stands, boxes of publications and other office equipment from time to time.
- iii. Working Conditions – The post holder will be based at the Apprenticeship Delivery Centre for delivery of training and have flexibility to either come into the office or work from home on “non-contact days”.
- iv. Hours of Work – Some ‘out of hours’ working may be required to meet the needs of the role.

### 6. KNOWLEDGE & SKILLS

- i. STEM background through industry experience and relevant qualifications
- ii. Teaching experience, preferably of apprenticeship programmes
- iii. Knowledge and experience of trade specific specialism eg. Electrical, Instrumentation, Mechanical, Welding or Pipefitting.
- iv. Good planning and organisational abilities
- v. IT literate with experience of using Word, Excel, Powerpoint, Teams and Moodle.
- vi. Understanding of training and development and relevant qualification systems
- vii. Excellent interpersonal, presentation and communication skills, both verbal and written

### 7. GENERAL

- i. **Other Duties** – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post.
- ii. **Equal Opportunities** – The post holder must carry out his/her duties with regard to our Equal Opportunities policy.
- iii. **Health and Safety** – The post holder must carry out his / her duties with full regard to our Health and Safety Procedures.
- iv. **Training** –CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.
- v. **ISO 9001** – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times. The role is dependent upon the completion of a successful DBS certificate.
- vi. **Confidentiality** - To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.

Job Description prepared by: J McIntosh

Job Description evaluated by: D Talbot

Received by Postholder: