

Job Description

Post Title:	ProVQ Technical Trainer – Agriculture & Turf
Department:	ProVQ Training
Reporting To:	Senior Trainer
Working Hours:	40 hours per week
Salary:	£24,500 - £30,308 + laptop
Normal place of work	John Deere Training Centre, Radcliffe-on Trent, Nottingham.

Purpose of job

To support ProVQ's mission to *'be the best work-based learning service provider in the automotive industry'* by Providing specialist training services to ProVQ's customers.

The ProVQ Technical Trainer – Agriculture & Turf, is responsible for all day to day aspects of the delivery and assessment of training to groups of learners and, in consultation with the Senior Trainer, makes decisions in relation to the needs and opportunities for each Learner within the context of provision and targeted progression opportunities.

Main duties and responsibilities

- Responsible for delivering and managing all components of learner progress through to achievement
- Arranging and invigilating examinations
- Arranging and conducting skills testing
- Developing and updating training courses
- Maintain learner records for all learners and update reporting details
- Ensure consistency between Training Instructor records and Learner data stored in the ProVQ recording systems ensuring that it is accurate and up to date at all times
- Mentor learners
- Actively promote equal, and diversity and inclusion in accordance with our policy to ensure that no individual is discriminated against
- Actively support, at all times, company policy and best practice in the area of security, with particular emphasis on protection of learner and customer sensitive information
- Promote a safe working environment in accordance with current legislation
- Liaise regularly with your line manager on learner's progress, welfare, and health and safety issues.
- Liaise with your line manager on training issues
- Maintenance and development of training aids, workshop facilities and resources
- Maintain a safe and clean working environment
- Attend staff meetings and forums and contribute to specific development projects

- Keep up to date with technical and academic knowledge
- Contribute to process of continual improvement
- Promote efficient use of resources with particular emphasis on reducing the detrimental effects of such resource use on the environment
- Be committed to safeguarding and promote the welfare of all learners and staff

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the job or the level or responsibility entailed.

Essential qualifications

- Teaching qualification (PTLLS, DTLLS, PGCE, Cert Ed or NVQ equivalent)
- A-units or equivalent
- Appropriate level of occupational competence
- Full Driving License holder
- Relevant Health & Safety Qualification
- First Aid at Work Qualification
- Safeguarding course

Limits of authority

- Not currently a holder of or responsible for any budget
- No financial authority
- Authority limited to ensuring the proper conduct of learners

Resources for which the job holder is accountable

- Training resources
- Expenditure: expenses and travel
- Laptop

Working relationships

- Customers
- Learners
- Colleagues
- IVs, EVs
- Awarding Bodies

Measureable performance

- Timely completion of learner qualifications
- Course critique analysis
- Timely completion of training documentation