



Employability Trainer

Job Title: Employability Trainer
Hourly Rate: £13- £15ph
Location: Whitechapel, London
Job-Type: Part time, Contract
Duration: 2 months (Jan & Apr 2019)

Job Summary:

Osmani Trust is currently assisting the unemployed to get back into work or training. We are recruiting for an enthusiastic and dedicated Employability Trainer to deliver the course to a group of clients ages 19 years plus. You will be providing class based teaching to learners, assisting them to complete the course and helping them to attain the key employability skills to progress in their career.

Key responsibilities:

Working in the Education & Employment (E&E) department, you will be expected to meet the Trust's standards of work.

- Plan and deliver employability session
- Produce Scheme of Work and lesson plan
- To prepare and review session plans
- Embed Equality and Diversity & British Values in the curriculum
- To improve learners experience through development of teaching methods and strategies
- Continually monitor and review learners' progress and support through tutorials
- Monitor attendance, punctuality and progress of clients
- To consistently deliver a 'good' standard of teaching and learning
- Assist in meeting targets, progression and achievement of all learners.
- Accurately complete all relevant paperwork in line with Osmani Trust's Policy
- Promote and comply with Osmani Trust's policies and procedures.
- Undertake necessary training to professionally develop and keep abreast with current practices and legislation within the sector.
- Attend meetings as required.
- Undertake any other routine task when requested

Qualification:

- Qualified tutor with relevant qualification
- Experience in delivering employability course
- A recognised Teaching Qualification (PGCE, Cert Ed, PTLLS, DTLLS)
- GCSE English and Mathematics (grade A* to C) or equivalent level 2
- IAG level 2 or above (desirable)
- Safeguarding & Prevention training (desirable), this can be provided by Osmani Trust.

Skills/ Abilities:

- Experience engaging with clients and maintain retention levels of the class
- Excellent communication (oral and written) and effective inter personal skills.
- The ability to work within a team and on your own initiative.
- The ability to relate positively to people from a wide range of backgrounds and cultures.
- Robust class management skills
- The ability to represent Osmani Trust appropriately in all situations, and to work professionally with external agencies.
- To be able to plan session and deliver
- Able to work under pressure and tight deadlines
- An understanding of confidentiality and professional boundaries.
- An understanding of and commitment to Equal Opportunities.
- An understanding of Health and Safety and an ability to manage the associated requirements practically and professionally.
- The ability to keep accurate records of work.
- Basic IT skills, including competence with word processing, spreadsheets and email and the ability to learn how to use new IT applications.

The successful candidate will be subject to an enhanced DBS and satisfactory reference checks. If you feel you are the right candidate, please email your CV with a covering letter to: hr@osmanitrust.org

If you wish to have an informal chat about the vacancy please call Azad Hussain (E&E Project Manager) or Goyas Miah (Finance & HR Manager) 0207 247 8080

Deadline:

- Until suitable candidate(s) is found