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| **Job Title:**  Personal Development Trainer  **Reporting to:**  Team Manager- Student Experience  **Base**: Roundhouse with delivery at other campuses when necessary |
| **Hours:** 21 hours per week, 52 weeks a year  **Contract Type:** Support  **Holidays:** 20 days per year pro rata; plus 6 college closure days per year pro rata where applicable and 8 statutory days per year pro rata  **Salary:**  £14,855 per annum |
| **Job Purpose**  To design and deliver engaging, inclusive, and impactful personal development programmes for post-16 learners, particularly those working at lower academic levels. The role focuses on RSHE (Relationships, Sex and Health Education), essential life skills, Prevent awareness, careers education, and raising aspirations to support students’ holistic development and future success. |
| **Key Responsibilities**  **Curriculum Delivery**   * Plan and deliver high-quality, student-centred sessions across all areas of personal development, including:   + RSHE: Healthy relationships, consent, mental health, personal safety, and wellbeing.   + Essential Skills: Communication, teamwork, problem-solving, digital literacy, and financial capability.   + Prevent & British Values: Promoting tolerance, democracy, and safeguarding against radicalisation.   + Careers & Employability: CV writing, interview skills, job search strategies, and understanding the world of work.   + Raising Aspirations: Motivational activities, goal setting, and exposure to further education, training, and employment pathways.   **Student Support & Engagement**   * Build positive relationships with students to encourage participation and personal growth. * Adapt delivery methods to meet the diverse needs of students, including those with SEND or low confidence. * Monitor student progress and provide feedback to support development and achievement.   **Collaboration & Communication**   * Work closely with curriculum teams, pastoral staff, and external partners to ensure a joined-up approach to student development. * Contribute to enrichment activities, themed weeks, and cross-college initiatives that promote personal development.   **Quality & Compliance**   * Maintain accurate records of student attendance, progress, and achievements. * Stay up to date with **statutory guidance and best practice in RSHE, Prevent, and careers education.** |
| **Person Specification** |
| **Competencies**  **Essential**   * Ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met * Evidence of achieving continuous improvement to drive results |
| **Knowledge & Experience**  **Essential**   * Experience of delivering PSHE, life skills or specific topics such as prevent, digital skills to students, preferably in an FE or alternative education setting * Strong understanding of the personal development needs of students at level one * Knowledge of the Prevent duty, British Values and safeguarding frameworks and how this can be enhanced and embedded in meaningful ways into sessions   **Desirable**   * Experience using ILPs (ProMonitor) * Experience of developing on-line learning materials |
| **Qualifications –** You are required to provide valid certificates as proof of all qualifications.  **Essential**   * Teaching Qualification at L3 or above * Vocational subject at L2 or above * English and Maths at Level 2 or above |