



info@missionemployable.co.uk
www.missionemployable.co.uk

Role Profile

Job Title:	Trainer
Reports to:	Training Manager
Organisation background	<p>Based in Chorleywood on the Buckinghamshire Hertfordshire border Mission EmployAble's aim is to improve the lives of young adults with learning disability by training, employing and helping them find paid employment in their local area, thus ensuring that they can live as independent and fulfilled lives as possible. Mission EmployAble received its Charity number in 2018 and since then has raised over £2million and built a training centre in a new cricket pavilion on the Common. We have completed two years of training in partnership with Buckinghamshire colleges group and succeeded in securing part time paid employment or further education for 15 of 16 interns.</p> <p>Our training of interns is at the heart of what we do, and we do this by running supported internships. This is a yearlong government recognised training scheme aimed at people with learning disability and comprises minimum 20 hours per week, of which 16 hours are on-the- job work experience and 4 hours are given to employability studies, functional maths and english. Our main work experience is in our purpose-built café in the cricket pavilion where interns undertake all aspects of café service. Interns also work in partner organisations, hospitality, retail, gardening and packing & delivering goods. Mission EmployAble's training team is made up of 1 Training Manager, 1 Assistant Training Manager, 2 Trainers and a Job Coach, and the café team of 1 Café manager, 3 Chefs and around 15 part time staff.</p>

Registered Office: c/o Moore, Kingston Smith LLP, The Shipping Building, The Old Vinyl Factory, Blyth Road, Hayes, London UB3 1HA



info@missionemployable.co.uk
www.missionemployable.co.uk

Our Mission

We believe in people with learning disabilities leading fulfilling and rewarding lives by:

- being afforded opportunities to train and be employed
- being valued in the workplace
- playing an active role in their local community
- reaching their full potential

Supported internships are a great opportunity to improve the life chances of young people with SEND by supporting them into sustained, paid employment. Achieving paid employment not only brings young people financial independence, but it can be key to:

- building confidence and self-esteem
- increasing health and well-being
- gaining friendships and a social life

There are also benefits for the economy, employers, families, the local community and wider society.

Job Purpose

The goal of this job is to deliver high-quality training to interns and ultimately deliver the charity's mission in securing paid employment for our interns following completion of the supported internship.

This will require the development and maintenance of a first-rate learning experience for interns by:

- Working as part of a dedicated training team
- Engaging with the individual learning needs of each new cohort of interns.
- Supporting learning through the use of specific teaching strategies aimed at readying interns for the world of employment.

Registered Office: c/o Moore, Kingston Smith LLP, The Shipping Building, The Old Vinyl Factory, Blyth Road, Hayes, London UB3 1HA



Main Role Activities and Tasks

- You will be a key and valued member of the training team tasked with the delivery of a successful, work-based learning experience.
- You will engage with the individual learning needs of interns and liaise with their supporters, advocates and families.
- Your teaching will contribute to the long-term career goals of the young person and match their capabilities.
- You will be supporting the interns to demonstrate their value in the workplace and develop confidence in their own abilities to perform successfully at work.
- You will be required to maintain training records to demonstrate evidence of progress and that the provision is personalised and outcome-focused, in line with Ofsted expectations.
- You will assist interns to collect progress data as a part of their assessment portfolios and evidence of learning.
- You will provide a broad and rich variety of skill-based experiences that are transferable to a variety of job roles and work settings.
- Together with the training team you will identify and address potential barriers to achieving employment, with a focus on resilience and communication skills.

Major Accountabilities

Provide a supportive, secure and safe environment for all:

- Put safety first and under guidance from the Training Manager to ensure relevant procedures and risk assessments are in place and being adhered to. When covering for absence of managers, you will be able to step in to supervise individuals, whole groups including staff and interns and make decisions as deemed appropriate.
- Under guidance from the Training Manager, ensure that relevant safeguarding and data protection policy measures are being followed, leading by example on personal responsibility and best practice.



info@missionemployable.co.uk
www.missionemployable.co.uk

- Demonstrate and utilise effective channels for communication operationally, as well as utilising effective and timely record keeping and file sharing.
- Take interns needs, feelings and motivations into consideration when teaching and making decisions about their learning.
- Be flexible in your approach to meet the needs of the interns within a dynamic training environment with the focus on encouraging independence and developing life-long skills.

Take training and learning to new levels by providing real, work-based experiences:

- Follow the training managers' lead in delivering first class training to our interns, including engaging in a regular feedback cycle on design, development, and review of programmes in each curriculum area as requested.
- Plan and deliver Foundation Maths and English as well as EmployAbility Skills classes up to Level 2 where required.
- Undertake teaching, learning and assessment activities in designated curriculum areas according to the requirements of external awarding bodies and the needs of our interns.
- Participate in regular training and professional development to ensure that the quality of teaching remains high.
- Keep abreast of government guidance and statutory updates for education providers delivering supported internships.

Embrace the community, make them proud to have us at their heart:

- Build relationships with community groups via our positive network of proactive interactions.
- Working with the Café team when required in a coaching capacity as well as individual support to deliver exceptional service to our customers.
- Assist to create opportunities for the community to engage with our organisation and supported internship programme.
- Working as a training team and the wider organization we must ensure that we meet our sustainability commitments and in doing so treat the local area of outstanding natural beauty with respect.

Registered Office: c/o Moore, Kingston Smith LLP, The Shipping Building, The Old Vinyl Factory, Blyth Road, Hayes, London UB3 1HA

Mission EmployAble is a CIO, Charity Number 1181597



Harness the optimum opportunities for our interns:

- Engage with external stakeholders including speech & language specialists, therapy teams and Bucks College Group staff to meet the individual needs of interns.
- Liaise with external placement and learning partners to encourage ongoing feedback and evaluation to ensure we retain successful placements year after year.
- Adapt existing training and development measures to meet the needs of existing and future placement partners & employers.
- Organise and engage in social activities that enrich our interns' experiences and connections in a positive way. Demonstrate appropriate social skills and guide interns to use different strategies to achieve a positive outcome.

Key Performance Indicators

Success factors:

- The supported intern is making progress and increasing their employability and independence skills.
- To contribute to the delivery of >90% of interns successfully completing the internship programme.
- 90% of parent and intern satisfaction with the internship course.
- Deliver the agreed course curriculum with clear intent, implementation and impact.
- Ensure our interns have every chance to fulfil their career aspirations with the opportunity of a paid job to match their field of interest and skillset.
- Supporting the Training Manager to manage training staff costs at an agreed target in line with training turnover.
- Ensure each intern has a professional CV by the end of the intern year documenting achievements and abilities.
- A shared success factor and ultimate end goal is that all interns achieve a sustainable paid job at the end of the programme.

Qualifications & Experience

Essential:

- GCSE level of Maths and English

Registered Office: c/o Moore, Kingston Smith LLP, The Shipping Building, The Old Vinyl Factory, Blyth Road, Hayes, London UB3 1HA



Mission EmployAble

info@missionemployable.co.uk

www.missionemployable.co.uk

- Recognised teaching qualification to level 3
- Recent experience of teaching or supporting Foundation Learning.
- Some experience of working with children and young people with learning difficulties.
- A level of training and understanding of working with learners with SEND.
- Must have an enhanced DBS on the update service or be willing to apply for one.
- Experience of encouraging and facilitating learning with a track record of successful outcomes.
- Evidence of safeguarding training and an understanding of keeping children safe in education and working with vulnerable adults.

Desirable:

- Knowledge and experience of supported internships.
- Experience as a Teaching Assistant and working with young adults is highly desirable, as is a willingness to work towards this qualification.
- Computer literacy
- Comfortable with driving a mini bus and hold a clean UK driving license.

Personal Skills

The most important quality for this role is to have an empathy for people with learning disability and a passion to help them succeed. The individual must also have a good basic level of literacy/communication skills, preferably a qualification in SEND or a related field.

The Training must have verifiable experience of working with learners who experience learning difficulties and/or disabilities in a post-compulsory education setting and knowledge of and experience of working within a safeguarding environment.

Specifically, the successful candidate must have the following personal skills:

- Be kind, patient and treat all people with respect and inclusivity.
- Be enthusiastic and inspiring to learners.
- Good listening and communication skills.
- Be resilient and of patient nature.
- Have a flexible approach to working.
- Be an effective team player with the ability to motivate and encourage others.
- Have good time management and organisational skills.

Registered Office: c/o Moore, Kingston Smith LLP, The Shipping Building, The Old Vinyl Factory, Blyth Road, Hayes, London UB3 1HA



info@missionemployable.co.uk
www.missionemployable.co.uk

- Be able to encourage and facilitate learning.
- The ability to put our interns at the heart of everything they do.

Date of preparation: 8 th May 2024

Created & updated by: Vanessa Rousseau
--

Registered Office: c/o Moore, Kingston Smith LLP, The Shipping Building, The Old Vinyl Factory, Blyth Road, Hayes, London UB3 1HA

Mission EmployAble is a CIO, Charity Number 1181597