



PLUMPTON

COLLEGE

Butchery Skills Workplace Trainer	
Reporting to:	Director of Business Services
Working Hours:	Full time (37.5 per week)
Salary:	£38,310-£41,141 per annum
Location	Based at Plumpton College but nationwide travel is required

Job Purpose

To deliver high-quality butchery training and assessment to apprentices and commercial learners, enabling them to successfully develop occupational competence, confidence and progression within the meat and food processing industry. The postholder will proactively target relevant organisations to develop new business opportunities and ensure a minimum learner caseload is maintained. The role is remote with delivery predominately at employer premises, requiring regular travel to a range of sites across the UK. Working closely with employers, curriculum colleagues and support staff, the postholder will help secure strong learner outcomes, compliance with funding requirements, and an excellent apprenticeship and commercial programme experience.

Duties and responsibilities of the job

a. Deliver practical and theoretical butchery training aligned to apprenticeship standards and regulated qualifications
b. Provide 1-to-1 and small group coaching to apprentices to support skills development and progression
c. Assess learners in the workplace against occupational standards, ensuring timely progression and achievement
d. Plan and deliver engaging training sessions tailored to employer and learner needs
e. Prepare apprentices for gateway and end-point assessment, including performance reviews and progress planning
f. Build and maintain positive, professional relationships with employers and apprentices
g. Monitor learner progress, and performance, implementing timely interventions where required

h.	Maintain accurate learner records in line with funding and quality requirements
i.	Proactively target organisations to develop new apprenticeship opportunities and raise profile of college delivered butchery and food processing apprenticeships
j.	Meet agreed key performance indicators (KPIs) and targets relating to apprentice recruitment, progress, retention, timely achievement, quality assurance requirements and employer satisfaction
k.	Work closely with employers to align training delivery with workplace practices
l.	Represent the college during apprentice progress reviews with learner and their employer
m.	Take responsibility for the accurate completion of apprentice enrolment and onboarding documentation, ensuring full compliance with College procedures, funding rules and audit requirements
n.	Support employer recruitment and induction of new apprentices or trainees enrolled on Plumpton College delivered programmes
o.	Ensure delivery meets awarding organisation, Skills England, OFSTED and college quality standards
p.	Contribute to internal quality assurance and continuous improvement activity
q.	Work collaboratively with the college apprenticeship manager, curriculum colleagues, MIS, quality and business services teams to ensure cohesive apprenticeship delivery
r.	Maintain up-to-date occupational competence and sector knowledge
s.	Comply with safeguarding, health and safety, and equality and diversity requirements
t.	Participate fully in staff development and training activities to support continuous professional development

Continuous Professional Development

a.	Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice
b.	Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the student experience

Other responsibilities and duties

a.	Attend College events such as awards ceremonies, shows and employer engagement activities, including occasional evenings or weekends
b.	Undertake any other reasonable duties from time to time commensurate with the grade of the post as requested by the Senior Management Team or Principal

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are: Ambitious and Progressive, Enterprising, Professional, Passionate about everything we do and Supportive.

Essential criteria for the post
Significant occupational experience within butchery and/or meat processing
Experience delivering apprenticeship training and assessment
Proven ability to coach, train and support learners effectively
Relevant vocational qualification at Level 3 or above (or equivalent experience)
GCSE English & Maths at grade C minimum (or equivalent e.g level 3 functional skills)
Confident IT skills, including use of e-portfolios (smart assessor), CRMs and Microsoft applications
Ability to travel regularly to employer premises
Knowledge of safeguarding, Prevent and data protection requirements
Excellent communication and interpersonal skills, able to present ideas and communicate information confidently and effectively
Excellent organisational skills, able to work independently, prioritise tasks effectively and influence internal/external teams and stakeholders
A self-motivated, positive and pro-active attitude who is able to work independently

Desirable criteria
Assessor or teaching qualification (or willingness to work towards)
Experience of working with ProSuite
Food Safety and/or HACCP qualification
Knowledge of safeguarding, Prevent and data protection requirements
Member of the Institute of Meat (M.Inst.M)

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08:30hrs to 17:00hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole College events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, 8 bank holidays, and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Other benefits include a Cycle to Work Scheme, Employee Assistance Programme, staff discounts, and competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.