



# PLUMPTON

## COLLEGE

LandPro Training Trainer	
<b>Reporting to:</b>	Head Of LandPro & Professional Training
<b>Working Hours:</b>	Full - time (37.5 hours per week)
<b>Salary:</b>	Scale point 30 - £37,410 per annum
<b>Annual Leave:</b>	37 electable days plus up to 8 statutory days

### Role Purpose

Deliver highly effective industry recognised training and assessment to individuals in the land based sectors.

Responsible for delivering high-quality theoretical and practical training to candidates undertaking Certificates of Competence (CoC) and related qualifications. The role involves preparing learners for examinations, assessments, and operational competency within the land-based sector, ensuring training is delivered in line with awarding body standards.

The trainer will support learners through classroom-based instruction, workshops, practical demonstrations, assessments to promote safe and effective operational practices.

### Main Roles & Responsibilities

The roles and responsibilities outlined for this position align with the latest published policies, the College' Strategic Plan and quality assurance procedures. The post-holder will be required to work in accordance with these objectives and adapt their practice as needed to reflect any updates.

### Teaching, Learning & Assessment (TLA)

a. Lesson Planning: Deliver and assess lessons at a consistently high standard.
b. <b>Course Delivery:</b> Instruct learners of all experience levels—from complete novices to seasoned operators—in various environments.
c. Technology Integration: Use digital tools to enhance learning experiences.
d. Deliver engaging classroom and practical training for Certificates of Competence and associated qualifications.
e. Feedback: Provide constructive feedback to support continuous student improvement.
f. Prepare lesson plans, training materials, presentations, and assessment documentation.
g. Support candidates in preparation for oral examinations and practical competency evaluations.
h. Maintain accurate training records, attendance registers, assessment results, and course documentation.
i. <b>Compliance &amp; Health and Safety:</b> Ensure that all training adheres to relevant UK legislation, health and safety standards, and environmental guidelines.

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| j. Maintain professional competence and industry knowledge through continued professional development (CPD). |
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### Quality Improvement

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| k. Programme Review: Contribute to quality improvement planning and standardisation meetings as per college and awarding body EQA & IQA. |
| l. Feedback Utilisation: Implement feedback to improve the learner experience in the classroom.  |
| m. KPI Accountability: Monitor programme KPIs against monthly income performance.  |
| n. Quality Standards: Conduct internal verification and have involvement in awarding organisation processes and requirements.            |

### Tutoring

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| o. Instruct learners of all experience levels—from complete novices to seasoned operators—in various environments. |
| p. <b>Instructional Ability:</b> Effective communication, coaching, and mentoring skills.                          |

### Continuous Professional Development (CPD)

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| q. Professional Growth: Participate in staff development activities, maintain a Professional Development Portfolio, and complete mandatory training. |
| r. Participate in appraisals with your line manager and commit to upskilling and development through the College 'Industry Insights' programme.      |

### Additional Responsibilities

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| s. Recruitment & Promotion: Support recruitment campaigns and college events.   |
| t. Stakeholder Engagement: Collaborate with employers and stakeholders to enhance curriculum quality and relevance in line with the College' strategic plan |
| u. Equality & Diversity: Promote inclusivity in line with college policies.   |
| v. Safeguarding: Ensure adherence to safeguarding policies.   |
| w. Destinations: Maintain student destination data to inform self-assessment and quality improvement.   |
| x. Any other duties connected with the post as are reasonably required from time to time.   |

### At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

### Essential criteria for the post

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| a. Extensive industry professional experience / hold a degree / professional qualification.   |
| b. Hold a relevant teaching qualification for level of programme or desire to work towards becoming a Lantra Trainer / City & Guilds NPTC Assessor. |
| c. Experience of training, teaching, coaching or instructing others.  |
| d. Excellent communicator with highly developed interpersonal skills.   |
| e. Demonstrate competency in English and Maths or hold Level 2 or higher qualifications in both English & Maths.                                    |
| f. Show a strong desire to help grow a high performing team and work collaboratively across the college.  |
| g. Show a strong desire to see students succeed.  |

h. Skills and experience in problem solving and a flexible and adaptable approach.
i. Clear understanding of the needs of students and how these may be met.
j. Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development.
k. Comprehensive and well developed IT skills.
l. Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.
m. Extensive sector/industry experience and evidence of specialist subject knowledge in key areas.
n. Demonstrate a strong desire to work collaboratively as part of a high performing team.

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 08.30 to 17.00 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 departmental activities, and whole college recruitment and promotional events.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

### Continuous Professional Development (CPD)

This post will be entitled to CPD for skills 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 Teacher 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. There is also free car parking and a 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.