

JOB DESCRIPTION

Job Title: **Training Supervisor**

Location:	Cramlington
Responsible to:	Senior Manager
Directly responsible for:	Training Assistants
Other key internal relationships:	Other Employment Services colleagues Azure Supported Businesses staff
Key external relationships:	Educational establishment(s)/examination bodies Referral Agency staff

Overall purpose fulfilled by the job:

To provide appropriate training and assessment in the key vocational areas, assist with basic skills delivery and provide support for real work experience, in appropriate Azure departments, for trainees and/or placements in line with the defined requirements for the individual.

To lead in the control and discipline of all learners on our e2e programme.

Scope of the job:

Employment Services' range of principal activities includes: assessment, training, and supporting people with a disability who are training/employed in a work environment or working towards an employment goal. The developing range of services on offer helps to keep the Company in the forefront of addressing unmet need.

The work of Employment Services is absolute in its own right although regular partnerships with other departments of the Company are a growing feature of its evolution as is its responsibility for some core services such as Disability Awareness Training, Statutory Care Training and Basic Skills Assessment and support.

Key Responsibilities:

- 1 To take responsibility for planning and actioning any vocational training tasks, including delivery, and ensure all training paperwork is maintained in a proper way (and properly dealt with when the training reaches appropriate critical stages).
- 2 To be responsible for the behaviour and discipline of all learners attending any programme delivered by Azure.
- 3 To participate with colleagues in course planning and delivery of training courses.
- 4 To assist in the collection and development of training materials.
- 5 To assist in the assessment of trainees attending training courses.
- 6 To supervise trainees and learners as appropriate.
- 7 To assist in ensuring a safe and healthy environment and working practices.
- 8 To ensure that any staff delegated to assist are clear about the tasks that they are to perform and oversee their performance of these duties being performed. To advise management in the event of any significant problems.
- 9 To act as an ambassador for Azure at all times.

The key result areas above represent the major functions embraced within the role. From time to time these may be varied and the holder will undertake any reasonable duties assigned.