

JOB DESCRIPTION

Job Title: Learning & Development Coordinator
Reporting to: Curriculum Coordinator
Location: Somerton
Salary Range: £28,000 - £32,000 pa (FTE)
Hours: 38hrs per week

JOB PURPOSE

As a Learning and Development Coordinator for Train4All, you will be supporting the development of our learners and apprentices' skills, knowledge, and behaviours by reviewing targets and communicating with employers to support the progress of learners. You will utilise a full and varied range of support techniques with learners at Train4All and/or the workplace or virtually.

KEY DUTIES AND RESPONSIBILITIES

The person appointed will report to the Curriculum Coordinator for the following:

- Assist in the recruitment of learners by attending marketing events, making presentations to schools, conducting initial interviews for apprentices and scholarship learners.
- Manage a caseload of learners and conduct regular review meetings with learners and employers to facilitate progress and development of knowledge, skills and behaviours.
- Monitor learner progress and achievement throughout the programme, face to face, onsite and on Teams and other electronic platforms, keeping accurate and up-to-date records and liaising with Assessors/employers on progress.
- Co-ordinate apprentice on-site visits and ensure that employer communication is maintained effectively and that Health & Safety is monitored accordingly.
- Monitor attendance and communicate relevant issues with employers/parents/carers as appropriate.
- Preparing and coordinating learners for End Point Assessment ensuring engagement and agreement of their employer and the EPA organisation.
- Ensuring 'at risk' learners are identified in a timely manner and strategies are put in place to mitigate early leavers.
- Ensuring employers are engaged in their apprenticeship programmes, are involved in updates to the 'Employer Plan' and participate in reviews of progress.
- Identify and support learners to move into positive destinations at the end of their programme.
- Supporting the development of maths and English skills to ensure learners achieve the qualifications they are enrolled on.
- Signposting learners and/or employers to the appropriate person/agency in which to address specific welfare, counselling, and additional learning support matters, and following this up to ensure that appropriate action has taken place.
- Ensure safeguarding of learners is monitored and concerns are highlighted to the Deputy or Lead Safeguarding Officer.
- Communicate learner progress with the Funding and Compliance Manager on a monthly basis in readiness for funding provider performance management meetings.

- To deliver short softer skills sessions to learner groups within the apprenticeship/scholarship programmes.
- Acting as an ambassador of Train4All at all times, whilst undertaking your role, particularly in the employers' workplace, and positively promoting Train4All and its reputation at all times, referring matters of learner and employer needs to the Academy.

SPECIFIC DUTIES

In addition to the above duties, the post-holder will be responsible for:

- Agreeing and meeting performance targets.
- Liaising professionally, where appropriate, with external clients and workplace representatives, promoting the Academy and its associated and relevant educational products.
- Working efficiently and effectively to ensure the success of learners.
- Attending team meetings and one-to-one meetings with your line manager.

GENERIC TASKS / DUTIES

In addition to the above requirements, all representatives of the academic staff are required to:

- Complete all associated organisation / administrative work, preparation, and assessment.
- Participate in standardisation and quality assurance of assessment.
- Deal with immediate learner disciplinary and welfare problems.
- Keep and maintain specified learner and class records.
- Meet the requirements of the Health & Safety at Work Act 1974 and the Academy's Health & Safety Procedures.
- Undertake such duties as may be reasonably required, commensurate with the grade of the appointment.

GENERAL

- To actively promote and contribute to the delivery of the Academy's vision, mission, strategic objectives and values.
- To embrace and promote collaborative working practices to ensure service excellence to all internal and external stakeholders.

CONTACTS (Internal and External):

External

- Liaise with main funding providers, schools, employers, parents, awarding organisations and other relevant stakeholders

Internal

- Staff within all Curriculum areas
- Train4All Operations Team
- Train4All Leadership and Management team

HOLIDAYS:

The basic holiday entitlement is **25** days pro rata plus statutory days of which up to 5 days can be directed by management. The holiday year is from 01st September to 31st August.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their work area and to co-operate with Train4All on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Train4All's Health and Safety Policies with respect to their specific duties and responsibilities.

EQUALITY & DIVERSITY

Train4All has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The centres mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

Train4All is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. Employment at Train4All is subject to satisfactory references being obtained and an Enhanced DBS check and any post involving regulated activity will also be subject to a barred list check

STAFF DEVELOPMENT

All staff are required to participate fully in Train4All's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager. As a representative of Train4All, you will be committed to developing your technical skills to enhance learning, including the use of the AI. Digital platforms, including e-portfolios and classroom equipment.

ADVISORY NOTES:

The information given within this job description is intended to provide a general understanding of and appreciation about the role within Train4All. The job description is not designed to detail specific daily duties which the post holder may undertake. The job description is reviewed annually within the appraisal process and may be subject to change following discussion.

PERSON SPECIFICATION:		Essential	Desirable
Qualifications:			
a.	Maths and English (Grade 4/C or equivalent)	Yes	
b.	Health & Safety and First Aid qualification		Yes
c.	Safeguarding and Prevent training	Yes	
d.	Level 2 Advice and Guidance (willing to work towards)		Yes
e.	Assessors Awards: TAQA, A award or D32/33 (willing to work towards)		Yes
Experience and Skills:			
f..	Knowledge of Further Education curriculum, especially work-based learning and apprenticeship provision.	Yes	
g.	Knowledge and experience of using remote learning platforms such as MS Teams to progress learners		Yes
h.	Proven effective communication and presentation skills	Yes	
i.	To be able to work unsupervised demonstrating self-management when under pressure and in demanding situations.	Yes	
j.	Computer literacy and good administrative skills.	Yes	
k.	Highly motivated with the ability to respond positively to change.	Yes	
l.	Excellent organisational skills.	Yes	
m.	Excellent interpersonal skills.	Yes	
n.	Ability to work as part of a team.	Yes	
o.	Excellent communication skills.	Yes	
p.	Full driver's licence and own transport.	Yes	

Closing Date: 22nd May 2026 - 12 noon

Email applications to: Rachel Allen, Chief Operating Officer - Rachel.all@train4all.co.uk