

Job Description

Job Title:	Homeworks Trade Trainer (Painting & Decorating)
Reporting to:	Homeworks Trade Team Manager
Purpose:	To work across contracts as required delivering a wide range of Painting & Decorating works. Ensure contract targets are met whilst supervising, training and mentoring learners and apprentices in work skills and providing quality work experience.

Duties and Responsibilities

Training Delivery and Learner Supervision

- Mentor learners and apprentices through leading by example and being a positive role model.
- Supervise and train up to 5 learners at any one time, taking responsibility for health & safety, safeguarding and welfare.
- Teach practical skills and knowledge in relevant trade areas and safe working practices providing appropriate training in work ethics, skills, and techniques.
- Demonstrate and teach high quality workplace behaviours relevant to the workplace.
- Assess, track, progress, and set targets for learners – completing units in training plan for specific trade area whilst practically embedding knowledge, skills, and behaviours.
- Developing learners' use of Maths & English into work placement activities.
- Liaise with Learner Services to consistently implement actions to develop learners' progress, attendance, behaviours and to address any specific learning difficulties or disabilities.
- Individualise training and on the job delivery to accommodate learners at varying levels and with different needs and select the most appropriate learning and training methods to suit individual needs.
- Maintain an understanding of PM Training and Ofsted training requirements.
- To complete weekly and monthly reviews with learners, providing constructive feedback on progress, setting appropriate SMART targets for learners.
- Continually strive to identify ways to improve and develop own training methods and undertake training and development in the specific trade area and effective training, learning and assessment methods.
- Ensure a positive learning experience for learners and apprentices.

- Identify when a learner is ready for progression to employment, apprenticeships, or further learning.
- Report as appropriate any Health & Safety, safeguarding and/or Prevent concerns to Senior Trade Trainers, Team Manager, and appropriate PM Training staff (Safeguarding Manager, Heads and/or Directors).
- Deliver Homeworks learner inductions and toolbox talks to learners and apprentices.

Contract Delivery and Performance

- To work within trade area / across multiple trade areas as required, ensuring that all contract targets / KPI's are met and where possible exceeded.
- Ensure that all work is completed to the required standard in line contract specification.
- Identify where improvements can be made, providing recommendations for change to ensure that all work is undertaken in the most efficient way.
- Provide excellent customer service and satisfaction at all times.
- Work collaboratively with other relevant departments, referring issues where necessary, maintaining necessary communication links at all times.

Trade Specific and other duties

Painting & Decorating

- To carry out all aspects of domestic and commercial Painting & Decorating, i.e. correct preparation of all work surfaces, application of emulsion, undercoats, gloss and spray paints, appropriate use of thinners – hanging of wallpaper
- Safe use of tools/ equipment and working platforms adhering to the specified safety guidelines

Generic across all trades

- Ensure vans are stocked with necessary tools, materials and PPE needed to complete the work whilst maintaining required housekeeping standards.
- Provide timely and accurate completion of data records (e.g. job sheets, H&S audits, vehicle checklists) - through digital platforms.
- Work flexibly to meet the needs of learners and customers.
- Attend relevant meetings and represent the company at events and open evenings.

General Obligations – All employees

- To take responsibility for own personal development and update knowledge and skills, with support from Aspire, to perform the role at an effective level. To undertake such training as is deemed necessary to improve personal performance and knowledge.
- To implement positively and ensure compliance with the Group's policies, procedures, codes of practice and initiatives relating to Equality and Diversity, Customer Service, Risk Management, Health and Safety, Data protection and Information Technology, Financial Regulations, Standing Orders and the Code of Conduct and Probity Policy.
- To take responsibility for own wellbeing and safeguarding in the duties to be carried out for this post.
- To provide the highest quality services incorporating best standards and practice, promoting the Group to its tenants, clients, and customers.
- Taking ownership and responsibility to respond to complaints positively and professionally (*as appropriate to role*).
- To ensure that maximum use is made of information technology systems and associated equipment in the provision of efficient and effective services.
- To perform any other duties not specifically identified in the job description but which are in line with the general responsibilities of the post.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's absolute discretion in the future.

As a general term of employment, the Group may affect any necessary change in job content or may require the post holder to undertake other duties, at any location within the Group.