

Job title:	Transport & Logistics Trainer Assessor		
Job ref:	TTS2205		
Vacancy Type:	Permanent	Salary:	Negotiable (<i>dependent on experience</i>)

Overview

Due to expansion, **Tyneside Training Services** are looking to appoint a **Trainer Assessor** to work as part of the **TTS Logistics Delivery** team. The main duties will include delivery of on the road in cab training in all classes of vehicles supporting clients from a wide variety of backgrounds and varied experience.

You will also be required to support the delivery of classroom-based training courses such as **ADR & Drivers CPC** as well as **MHE Operator Training** courses.

Tyneside Training Services are looking for an individual who can display the right characteristics, knowledge and experience. We welcome applications from those who have no experience in training delivery but have a passion to help and support people from all walks of life achieve their learning goals.

The right candidate will be given the necessary training and support required to be able to carry out these duties.

General Responsibilities:

All **Tyneside Training Services** employees are expected to engage in normal business tasks such as:

- Ensure the work they do is of a high-quality standard and procedures and policies are always followed.
- Engage in personal **professional development** to keep up to date in industry/commercial issues.
- Present **TTS** in a positive way with external clients, learners, customers etc.
- Work flexibly and efficiently to meet customers' needs, whilst maintaining the highest possible professional standards.
- Bring new ideas and try new ideas/approaches with an open mind.
- Comply with the Health & Safety policy, at all times.
- Be committed to carrying out its functions with a view to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- Respect everyone, regardless of who they are, in accordance with the TTS policy relating to equality and diversity. In doing this, ensure that everyone is free from any kind of bullying/harassment.
- Fully engage in the performance management process.
- Always maintain confidentiality and security of data.

Key responsibilities of the role will include:

1. To deliver on the road, in cab driver training primarily for LGV candidates, with underpinning knowledge for the Transport & Logistics sector. Delivery may involve producing schemes of work, lesson plans, learning materials and assessment plans, any other related activities that impact on learning effectiveness.
2. To support students in achieving their learning goals through:
 - Demonstrating practical applications of vocational programmes.
 - Conducting work-based observations and assessments.
 - Adapting/developing appropriate learning materials.
 - Tutoring, including on-line support.
 - Recording and providing feedback to students on progress in their programme of learning.
 - Assisting learners to complete workbooks and build up a portfolio of evidence for assessment.
 - Facilitating workshops for learners.
3. To maintain records to track student achievement and performance.
4. To complete registers, maintain course and student files and all other administrative duties associated with effective subject and course delivery.
5. To provide timely feedback on student progress and achievement.
6. To provide information, advice and guidance relating to progression opportunities.
7. To assist with promotional or marketing activity.
8. To share best practice and resources in training, learning and assessment.
9. Ability to deliver programmes on company premises and on customers sites.

10. To undertake any other duties, as required, appropriate to the grade of the post.

What do we want from you?

You **must** hold Category C+E Driving licence for a minimum of 3 years. An online licence check will be completed as part of the interview process.

Preferred Qualifications:

- Teaching Qualification such as A units or PTLLS
- Category D Driving licence
- FLT Counterbalance & Reach Instructor Qualification

Experience:

- 5 years' experience of working in the Transport & Logistics sector including driving
- We welcome applications from those who have no previous training delivery experience, as an appropriate development plan will be implemented based on the experience and knowledge of the individual
- Computer literate with standard programs such as Microsoft Office
- The necessary people skills to support people from all backgrounds achieve their learning aims

Next Stage of the Application Process and Additional Information:

Interested candidates should forward their CV to:

Allan McNaught
Head of Operations

allan@tynesidetrainingservices.co.uk

- Please include your email address on your CV and we will contact shortlisted applicants direct to update them on their application.
- Interviews will be held in person.
- References will be required.
- An enhanced DBS Clearance Check will be required.
- At interview you will be asked to complete a demonstration drive in one of our training vehicles with a senior instructor.
- Salary: Negotiable dependent on experience and training given.