

# PAINTING & DECORATING TECHNICIAN (Full Time)

## Job Description



<b>NAME:</b>	TBC
<b>SALARY:</b>	£28,500
<b>LOCATION:</b>	The post-holder will be located at Impact Training (NI) Ltd: 16 Lanark Way Belfast BT13 3BH.
<b>RESPONSIBLE TO:</b>	The Executive Director
<b>HOURS OF DUTY:</b>	<b>Full-Time:</b> Mon-Thurs from 8:30am to 4:45pm and Fri 8:30am to 1:00pm

### **MAIN DUTIES & RESPONSIBILITIES:** Painting & Decorating Technician/Assessor

#### **Training Programmes**

- Support Tutor to devise & implement vocational training programmes within the training section to required levels.
- To offer support to ensure that the training contains an effective mix of theoretical and practical mix.
- To support in the preparation and maintenance of training area to ensure adherence to training guidelines.
- To support & liaise with sectoral representatives in the development of training programmes and ensure new developments are incorporated into the training.
- To assist in the recruitment of trainees as reasonably required by management.
- To co-operate and assist the vocational experiences team to secure quality placements for trainees, create and maintain good professional relations with employers both current and potential.
- To assist in the preparation and implementation of induction sessions for trainees.

#### **Training Delivery**

- To support the tutor as directed to deliver & assess training programmes, using a range of approved methods, according to National standards and within required timescales as required by line management.
- To ensure that programme and trainee records are accurate, processed, maintained and comply with Company policies and contractual guidelines.
- To ensure efficient and cost-effective use of material resources within the vocational section.
- To liaise with and facilitate visits from Awarding Organisations, sector representatives and, where appropriate, inspection teams relating to your area of responsibility.
- To ensure that the company outcome targets are achieved.

#### **Trainees**

- To support and prepare trainees to develop skills, identify skills and understand their individual support needs, and inform the Personal Training Plan.
- To carry out ongoing target setting and progress reviews in line with organisational and operational requirements.
- To support the maintenance of records of trainee attendance at work placement and on directed training.
- To support the tutor as directed in maintaining qualification specific records of trainee progress and achievements across qualifications.
- To maintain records of the development and acquisition of transversal skills.
- To promote trainee progression to higher level qualifications and support the securing of positive destination on completion of the training programme.

#### **Training Environment**

- Ensure that safe working practices, security awareness and housekeeping are always maintained.
- To implement a Health and Safety programme in accordance with appropriate legislation.
- To report, record and assist in any investigation into accidents/ incidents within the training environment.

#### **General**

- To attend team meetings and other meetings as required by line management.
- To carry out self-evaluation to inform annual Quality Improvement Planning processes.
- To provide regular and ad-hoc reports as required by line management.
- To participate in staff development and training as identified by line management.
- To carry out other reasonable duties as required by line management.