

Job Description

Job Title:	Trainee Teacher – Functional Skills or Teacher of Functional Skills (2 positions)
Responsible to:	Head of Teaching and Learning
Grade of Job:	Teaching Team
Rate of Pay:	£27,300 to £35,000
Hours:	37.5 hours per week (Permanent / Full Time)

Main Duties:

Since 1989, Bridge Training has helped young people across Gloucestershire re-engage with education and transition successfully into adulthood. Many of our learners come to us with complex barriers to learning and employment. We provide personalised study programmes, small group support, and opportunities for workplace learning that empower young people to thrive.

Role Overview

Working as a teacher within the Bridge Training Ltd provision, you will deliver Maths and English to young people aged 14–19 from Entry 3 to Level 2. You will develop an industry-aligned programme that meets learner needs and the Bridge Training curriculum. Be responsible for the planning, teaching and assessment while providing engaging, project-based, real-world learning experiences that support learners' progression and achievement. Our classes are small and supported by a Teaching Partner.

Responsibilities

- delivering, and assessing engaging lessons
- support learners in developing both practical and theoretical skills aligned to industry standards
- creating an inclusive and supportive learning environment
- ensure learners are motivated, progress effectively, and are well-prepared for assessments and employment.
- maintaining accurate records, adhering to safeguarding practices, and contributing to curriculum development and continuous quality improvement.

Bridge Training is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

If you do not currently hold a teaching qualification it will become a mandatory requirement for this post and must be achieved within 18 months. A fully funded Bridge Training Ltd mentoring programme is in place to help you achieve this.

Please note

This post is considered as Regulated Work with vulnerable children and/or protected adults: therefore, Bridge Training follow a Safer Recruitment Policy and process, **this appointment will be conditional on successful pre-employment and enhanced DBS checks. You will be required to sign up to the DBS update service (fee reimbursed).**

Please note

If you have spent more than 3 months working or living outside the UK in the last 5 years, then you will be required to present a copy of an overseas criminal record check. Details of how to apply and contact details can be found on the GOV.UK website.

We do not accept CVs, by post or email. All our vacancies must be applied by completing an application form via nicki.price@bridgetrainingltd.co.uk

Bridge Training Ltd is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Responsibilities:

- To carry out professional duties of a teacher in accordance with Bridge Training Ltd policies to engage in performance monitoring activities with development leads under the direction of the Head of Teaching, Learning
- To review and record individual learner progress in line with company policy and to the quality standards set by Awarding Bodies and other External Funding Organisations and to assess and verify ongoing learner work in line with best practice procedures giving accurate feedback to learners and assessors
- To attend 1-2-1 meetings with the Head of Teaching and Learning on a regular basis and to update action plans and report progress with support of Development Mentor Leads
- Deliver engaging and inclusive lessons in line with the curriculum, adapting teaching methods to suit individual learning needs.
- Provide learning and assessment activities which meet curriculum requirements and the aims and needs of all the learners
- To provide timely information to Internal Verifiers in line with the Verification annual plan and ensure assessment outcomes are actioned prior to the next review
- To participate in relevant standardisation meetings and share best practise and resources in Teaching, Learning and Assessment
- Establish a purposeful and motivating learning environment where learners feel safe, secure, confident and valued
- Establish and maintain procedures with learners which promote and maintain appropriate attendance, behaviour, communication and respect for others, while challenging discriminatory behaviour and attitudes.
- Accurately complete attendance registers with a minimum average of 80% attendance within the classroom environment and to set monthly individual targets for all students who are below this target
- Ensure high standards of teaching, learning and assessment, promoting progress and achievement for all learners.
- Take responsibility for the planning and preparation of lessons, schemes of work, and assessment materials that meet awarding body requirements.
- Motivate and support learners to achieve their learning goals and develop confidence and competence in their vocational skills.

- Devise, select, use and appraise assessment tools, including where appropriate, those which use new and emerging technologies
- Provide opportunities for learners to understand how the specialist area relates to the wider social, economic and environmental context.
- Actively contribute to the development and continuous improvement of curriculum delivery and resources.
- Take ownership of your own professional development, staying up to date with developments in education, and training.
- Demonstrate professionalism, subject knowledge, and a commitment to excellence in vocational teaching.
- Use our safeguarding reporting software, CPOMS as an integral part of keeping you and our learners safe.
- Manage your own professional development through undertaking relevant training and sharing best practice with other support staff.

General

- Promote a safe, respectful, and inclusive working environment for learners and staff, in line with Health & Safety regulations, the Code of Conduct, Safeguarding protocols, Data Protection (GDPR), and the Equality Policy. Ensure high standards of housekeeping are maintained throughout the provision.
- Actively participate in Bridge Training events, including parents' evenings, open days and careers events, to support learner engagement and progression.
- Demonstrate a commitment to continuous professional development by actively engaging in lifelong learning and seeking opportunities to enhance personal effectiveness and subject knowledge.
- Undertake any other reasonable duties as required, both at the primary place of work and across other Bridge Training locations. Over time, the responsibilities of this role may evolve; any changes will be made in consultation with the post holder and reflected in a revised job description. The company's appraisal process will serve as the formal mechanism for reviewing and updating this document.

The post holder will also undertake such other duties as may reasonably be required at the initial agreed place of work and other locations. In time the job may change and in consultation with the post holder, the job description will be revised and issued, as necessary. The appraisal process in place in the company will be the mechanism for instigating discussions and subsequent amendments to this document.

Benefits and Rewards

- Staff laptop
- Training and professional qualifications opportunities
- Small classes with specialist support / Teaching Partner in all classrooms
- Matched contribution pension scheme (Peoples Pension)
- Free on-site parking is available where space permits; however, the car park is primarily accessible at weekends
- 35 days holiday (+ bank holidays) per annum, with extra days given at Christmas.
- Free monthly car washing service
- Christmas and Easter closure period

- Team building events & paid Christmas Lunch
- Free and confidential advice, information, and counselling service
- Family friendly policies including compassionate leave, doctors and dental appointments.

Person Specification

Essential

- Willingness and ability to undertake further professional development in line with contractual, business needs and national developments
- Strong communication and interpersonal skills.
- Ability to motivate and inspire a diverse range of learners.
- Commitment to safeguarding and promoting the welfare of learners.
- Competent with the use of IT and MIS systems (training will be given)
- Experience of managing time to meet deadlines.
- Ability to follow instructions, spoken or written, accurately.
- Quick learner with the ability to work on your own as well as part of a team with good communication skills, including written, oral, and non-verbal communication.
- The ability to evaluate, reflect and continue to improve.
- Flexible and responsive attitude to the changing demands of the post
- Be articulate and approachable.
- Able to form and maintain appropriate relationships and personal boundaries with young people.
- To enjoy working with young people
- Be able and willing to teach across the range of courses offered
- Adaptable and can use initiative
- Committed to improving the quality of teaching and learning
- To be dedicated to the success of the students, Bridge Training and themselves
- A flexible and responsive attitude to the likely changing demands of the post

Desirable

- Hold a teaching qualification (minimum of Level 3 Award in Education and Training).
- Hold a recognised assessor award and verifier qualification
- Have teaching experience in Maths and English and relevant up to date CPD in subject specialism
- Have a proven track record of managing and supporting a diverse group of students
- Experience of addressing individual learner needs, both inside and outside the class setting
- Have experience of identifying, developing and sharing innovative and creative teaching resources
- Experience of working with students who may have little experience of education and training
- Experience within the age range of 14-19.
- To have a minimum of three years industry experience