

# BSK Academy – Workplace Training

## JOB DESCRIPTION

JOB TITLE: **Training Mentor**

REPORTS TO: Support Manager

### 1. JOB PURPOSE

To mentor crew in their workplace training within BSK social enterprises.

To enable and encourage people with learning disabilities and/or autism to thrive in their workplace training so they can maximise their potential and develop their skills.

To support the training, welfare and personal independence of crew in a variety of settings.

### 2. PRINCIPAL ACCOUNTABILITIES

- Mentoring people with learning disabilities and/or autism in the BSK Enterprises (café, kitchen, catering workshop, print workshop, outside events and other locations)
- On the job coaching
- Observing and monitoring the workplace development of crew and recording progress as part of the BSK Academy assessment framework.
- Carry out administration tasks related to workplace training programmes and commercial activities including computer-based resource creation, observation writing and online ordering.
- Escalating all safeguarding concerns to the Safeguarding Lead in a timely and confidential manner
- Working with Voluntary Training Mentors in the social enterprises and other settings
- Hands on operational tasks in the café, kitchen, catering workshop, print workshop and other locations to include customer service, basic food and drink preparation, cash handling, stock taking, keyholder and cashing up duties
- Maintain a professional workplace training environment ensuring standards of health and safety, tidiness, cleanliness, and general care are preserved.
- 1<sup>st</sup> Aid and Fire Marshall duties
- Attend team and staff meetings and training opportunities to enhance professional development. Demonstrate an awareness of Academy policy and best practice.

This is not an exhaustive list of accountabilities and the postholder will be expected to be flexible and adaptive to the needs of the business.

### 3. KNOWLEDGE AND SKILL

Experience	<ul style="list-style-type: none"> <li>• Experience working with people with learning disabilities and/or autism is desirable</li> <li>• Experience of mentoring others is desirable</li> <li>• Experience working positively as part of a large and diverse team is essential</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Numeracy/literacy skills to a minimum of level 2 standard</li> <li>• Appropriate First Aid training, SPELL, TSI and Fire training (or be willing to work towards achieving this in the first 12 months)</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Proficient use of ICT including MS products to enable effective communication and operational processes</li> <li>• Skills             <ul style="list-style-type: none"> <li>• Ability to relate well to adults with learning disabilities and/or autism</li> <li>• Work constructively as part of a team, understanding Academy roles and responsibilities and your own position within these</li> <li>• Understanding of principles of adult learning and development and learning processes</li> <li>• Ability to self-evaluate learning needs and adapt your approach accordingly</li> <li>• Knowledge of Health and Safety</li> <li>• Ability to plan effective actions for learners who require support to progress their learning or who require specific support to facilitate their accessing of learning opportunities.</li> <li>• Have an understanding of the range of support services/providers/agencies.</li> </ul> </li> <li>• The ability to communicate at all levels while exercising a high degree of confidentiality is essential.</li> </ul>

Although the postholder will be working under the guidance of the Support Manager, they must be comfortable with the need to make decisions and use their initiative. They must be flexible and able to cope with changing situations within the BSK Academy and BSK Enterprises, be patient but firm, remain calm and deal with others in a tactful and sensitive manner. Working within a team, the postholder will need to share ideas and information in a constructive and positive manner as well as accept advice. They must be flexible and be able to adapt to both very quiet and very busy working environments. They must have the ability to build good working relationships with learners, colleagues, volunteers and outside parties.