

Job Description

Job Title	Financial Service / Insurance Trainer
Reports To	Quality, Learning and Development Director

Overview	<p>As a trainer specialising in Financial Services / Insurance, you will be responsible for imparting essential and life-long knowledge and skills to apprentices within the financial services industry. You will ensure employers and learners receive the skills they need today, whilst training them to become the experts of tomorrow.</p> <p>Your primary focus is to develop all apprentices into competent and knowledgeable financial services professionals in line with both industry and educational standards.</p>
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Key roles and responsibilities	<p>The key responsibilities are to:</p> <ol style="list-style-type: none"> 1. Teach inclusively across groups of learners from a range of backgrounds, abilities, and ages to ensure all learners make strong progress and achieve on time. 2. Be adaptive at all times to the learning profile of learners including but not limited to, learning styles, preferences, disabilities and additional learning needs. 3. Plan and prepare training sessions, assisting in the research and development of new topics, courses and teaching materials that inspire curiosity, engage, are inclusive and accessible to all. 4. Develop the craft of teaching to provide learning experiences that engage critical thinking, resulting in learning through analysis, evaluation, innovation and sharing. 5. Monitor and mark learner's work providing developmental feedback that stretches and challenges learners to become the experts of tomorrow. 6. Deliver exceptional customer service, inspiring confidence in the business and its services at all times. 7. Working with Assessors to plan and provide additional support for learners with additional support needs, ensuring specific adaptations and learning strategies are carried through those learners' programmes where required. 8. Embed personal development, welfare, and behaviour topics into sessions where appropriate. Ensuring these topics are
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	<p>contextualised into their personal and professional experiences.</p> <ol style="list-style-type: none"> 9. Support and embed functional skills through stretching and challenge learner's literacy and numeracy from their respective starting points. 10. Evidence all interactions and support provided to apprentices and employers; ensure this is maintained in live time. Therefore, excellent record keeping is essential. 11. Assess learners for programme suitability and eligibility, informing and sign posting as appropriate. 12. Have a practical aptitude for self-development, proposing and supporting opportunities for standardisation and professional development. 13. Keep up to date with, and adhere to company performance and quality frameworks, policies, and processes. 14. Operate strictly within the funding and performance rules of our commissioners including the Department for Education and Ofsted 15. Maintain the culture of performance and quality built on openness, respect and high professional standards. 16. Maintain an in-depth knowledge of your subject or professional area through meeting the CPD requirements of the CII / PFS 17. Represent Skills Edge Training at taster days, open days, and careers events appropriate to the sector. 18. Any other duties as appropriate
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Person Specification	Essential	Desirable
	<ul style="list-style-type: none"> • CII Level 4 Diploma in Regulated Financial Planning (DipPFS) and / or CII Diploma in Insurance (DipCII) • In-depth knowledge of financial services or specialism • Exceptional IT literacy, and excellent use of Microsoft Office • Interpersonal skills (ability to relate to students of all ages and abilities), and comfortable communicating via online conferences. • Strong organisation and planning skills • Creativity to make learning engaging. • A flexible approach to work • Enthusiasm, positivity, motivation, and commitment • Patience and a sense of humour 	<ul style="list-style-type: none"> • 10 years' experience working within an IFA, Insurance Provider, or brokerage. • 5 years teaching experience in an educational setting. • Level 3 teaching or training qualification (can be supplied), and the ideal candidate will hold a Level 4 or higher. • Apprenticeship training, coaching and mentoring experience.

CONFIDENTIALITY

The post holder must meet the requirements of the Data Protection Act at all times. You will be working with sensitive and confidential material on a daily basis relating to potentially vulnerable children and adults. We expect all Skills Edge employees to adhere to our confidentiality, data protection, and privacy policies.

SAFEGUARDING

Skills Edge promotes a safe environment for learners and employees at all times. Every employee must adhere to the 5 Rs in relation to possible safeguarding concerns: Recognise, Respond, Report, Record and Refer. Skills Edge can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

HEALTH AND SAFETY

All employees must understand, adhere to, and comply with the provisions of 'The Health and Safety at Work Act 1974'. They must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Skills Edge efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

EQUALITY AND DIVERSITY

Skills Edge has an Equality and Diversity Policy, and it is the responsibility of all staff to promote our vision and comply with this policy. We are an equal opportunities employer and carry this ethos through the work we do and the contact we have with all parties, agencies, and customers.

FLEXIBILITY

The post holder will need to be flexible in developing the role in conjunction with their manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Please demonstrate your understanding of the job description by signing and enclosing the job description with your application