

**GUIDANCE:**

**CATCH UP® ACCREDITED TRAINER (CUAT) (SELF EMPLOYED CONTRACTOR)**

**Purpose and Scope:**

1. To support the mission, core values and philosophy of the Caxton Trust/Catch Up (as displayed in the Catch Up office and on the Catch Up website) and to contribute to the overall delivery of the Action Plan
2. To support the work of colleagues and the development of Catch Up by taking responsibility, with support and training where required, as summarised below under ‘Principal Duties and Responsibilities’

**Organisational Relationships:**

Responsible to the Trustees, Chief Executive Officer and Senior Leadership Team; and liaising directly with Catch Up administrative and support staff and with training venue staff as appropriate.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Act as an ambassador for Catch Up at all times
2. Become a ‘named’ CUAT for at least one Regional Training Centre (RTC), and take the lead on delivering training and support at this RTC
3. Build an effective and mutually beneficial working relationship with the RTC staff (as appropriate)
4. Deliver and report back on Catch Up Literacy and/or Catch Up Numeracy accredited training to a consistently high, professional standard, including maintaining the skills and knowledge required and undertaking sufficient preparation and practice
5. Complete and return, within deadlines, all required returns and online tasks relating to the delivery of training including trainer feedback and additional written reports as requested
6. Undertake training to be able to deliver both Catch Up Literacy and Catch Up Numeracy accredited training
7. To support the work of colleagues and the development of Catch Up, including new training courses and pilot opportunities
8. Deliver additional training courses as agreed, including Review and Refresh sessions, workshops, Coordinator network meetings and SLT seminars, that complement the Catch Up Literacy and/or Catch Up Numeracy accredited training
9. As appropriate, build an effective and supportive relationship with local schools and trainees via their attendance at the RTC
10. As appropriate, during conversations with trainees, gather information about the local area and opportunities which exist, completing and updating simple reports/questionnaires for Catch Up and meeting with the Head of Training as requested
11. As appropriate, identify potential RTC CUATs and support CUATs for the future
12. Take responsibility, with support, for personal professional development, including undertaking the accreditation for Catch Up trainers, annual CPD, attending CUAT conferences and being observed by Catch Up® staff or trustees

**CUAT Person Specification Requirements:**

(KEY: (E) = Essential requirement; (D) = Desirable requirement)

Qualifications:

* Minimum NVQ 3 or equivalent (E)
* Current full driving license and use of a car (D)

Experience:

* A minimum of 5 years’ experience as a teacher or support staff (D)
* Evidence of working with struggling learners (E)
* Knowledge and experience of the delivery of Catch Up Literacy and/or Catch Up Numeracy in school (D)

Skills, Knowledge and Aptitudes:

* Good people skills (E)
* Excellent communication skills – verbal, listening and written (E)
* Good organisational and presentational skills (E)
* Internet access, with an email address and good computer skills (specifically: Microsoft Office and the Internet) (E)
* A detailed understanding of the education system in England, Wales, N. Ireland or Scotland (as appropriate) (E)
* Ability to operate with a range of people, including Head teachers, Academy Trust leads and LA advisory staff (E)
* Ability to work independently and as a team member (E)
* Ability to learn quickly and to respond to rapid developmental changes (E)
* Commitment and enthusiasm (E)
* Tact, discretion, patience and an ability to preserve confidentiality (E)
* Confidence to address groups of up to 100 people or larger (E)
* Willing to travel anywhere within the U.K (D)
* Willing to work flexibly (E)
* Willing to work away for up to 4 days in one block (E)
* Available for a minimum of 4 days per half term per named RTC (E)
* Able to deliver a pre-written accredited training programme as directed by the Head of Training (E)