

**GUIDANCE:**

**CATCH UP® ACCREDITED TRAINER (CUAT)**

**ONLINE / FACE-TO-FACE TRAINING**

**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 Management Team; and liaising directly with Catch Up administrative and support staff and with online provider / training venue staff as appropriate.

**Principal Duties and Responsibilities:**

1. Act as an ambassador for Catch Up at all times
2. 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
3. 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
4. Undertake training, where agreed, to be able to deliver both Catch Up Literacy and Catch Up Numeracy accredited training
5. To support the work of colleagues and the development of Catch Up
6. 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)
* Secure and reliable 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, Scotland, or Northern Ireland (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)
* Available for a minimum of 3 days per half term (E)
* Willing to travel anywhere within the U.K (D)
* Willing to stay overnight if required (D)
* Willing to work flexibly (E)
* Able to deliver a pre-written accredited training programme as directed by the Head of Training (E)

**Additional Information:**

Catch Up expects Catch Up Accredited Trainers to ensure that:

1. all Catch Up training is booked and organised through the Catch Up office. There will be no direct booking
2. during training online, they will

* ensure all equipment is in good working order and the internet signal is reliable
* log on a minimum of 30 minutes before each session
* treat all trainees and online staff politely and patiently
* be helpful at all times
* dress appropriately
* listen carefully to questions/concerns
* deal with questions efficiently, patiently, and tactfully
* check any answer of which they are uncertain with by contacting the Catch Up office and informing the trainees this is what they are doing
* be available for questions, if required, at the end of each training session

1. at a face-to-face training venue, they will:

* arrive a minimum of 45 minutes before starting
* treat all trainees and venue staff politely and patiently
* be helpful at all times
* dress appropriately
* listen carefully to questions/concerns
* deal with questions efficiently, patiently, and tactfully
* check any answer of which they are uncertain with by contacting the Catch Up office and informing the trainees this is what they are doing
* be available for questions, if required, at the end of each training session

1. any training equipment and resources supplied are kept in good order
2. the relevant forms and online tasks are completed accurately and returned to the Catch Up office in the given timescales
3. they return all unused training materials in the given timescales
4. boxes are packed for return at the end of the training (face-to-face only)
5. the Catch Up office is informed of materials to be returned using the requested procedure (face-to-face only)

**Please note:**

* **all training resources are copyright and remain the property of Catch Up**
* **the Catch Up equipment, resources and training materials are provided for the delivery of Catch Up accredited training and may not be used for any other purpose without written approval of the Chief Executive Officer or Deputy Director**