Education and Training Industry Sector Guide
The Coronavirus (COVID-19) pandemic continues to grow and we are all making significant adjustments to our working and home lives in response to government guidance. Our primary priority is to ensure we protect the well-being and safety of our staff, and you, our Service leavers. We have been closely monitoring the situation and working with the MOD and they have now confirmed a policy to suspend face to face activity until 30th April 2020, in order to follow advice on social distancing. This policy will be reviewed regularly and will be adjusted in line with advice from the Government.

Please be assured that despite this, CTP staff remain fully operational to work remotely, are contactable, and very much still here to support you. Please email your usual point of contact if you require any help with your resettlement. CTP are continuing to provide virtual events where possible please follow this link for a full list of our events - CTP Events

We have created some FAQs to address questions you may have – please click the green button below.

**READ FAQ**s

Points expressed in this guide may be altered with no notice due to conditions associated with the COVID-19 pandemic.
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Education and Training Sector Guide – Considering a career in this sector?

The education & training sector can be divided into a variety of areas. Some common areas include:

- School Education
- Further Education (FE) or Higher Education (HE)
- Coaches
- Instructing
- Training Officers
- School Business Management

Education also takes place in non-school or Academic settings, such as hospitals and prisons. Teaching is the main area of work. There are also teaching-related roles such as teaching assistants in schools and educational psychologists, as well as positions in areas such as policy making, administration and technical support.

The primary and secondary education systems in England, Wales and Northern Ireland are similar in their administration. Scotland has a completely separate system, with its own rules and practices. There is a fairly constant demand for teachers, although there may be shortages in certain subject areas, such as science and mathematics, and the availability of posts varies between the regions/nations of the UK. There is currently more competition for positions in primary schools than in secondary education.

Outside of the education sector there are posts within sports coaching, vocational instructors, training officers within commercial organisations, health education and driving, to name but a few.

What type of roles and locations will I typically find in this industry?

Roles in education aren't specifically just teaching. They can also include:

- Teacher
- Lecturer
- Instructor
- Finance Officer
- HR
- Sports Coaching
- Welfare Support

Locations:

- FE and HE Institutions such as College or University
- Primary and Secondary Schools; State-run and Private
- Prisons and Detention Centres
- Hospitals
- Professional Bodies and Training Organisations
- Corporate and Commercial Organisations
Organisations that support Military Recruitment

- Perpetual Wellbeing
- University of Chichester
- Essential Teaching UK
- SkillForce
- University Hospitals of Leicester
- NHS
- KIER
- Sodexo
- Weston College
- Grantham College
- Milton Keynes College
- Kent Fire & Rescue Service
- Astute Education
- Career Transition Partnership
Organisations that support Military Recruitment

Established in 2004, SkillForce is a national education charity, leading the way in how character and resilience is taught and delivered in schools. Since its inception, SkillForce has helped tens of thousands of young people turn their lives around and, through doing so, realise their potential and become responsible citizens. Log into RightJob to see the current Vacancies.

Milton Keynes College deliver an exciting and varied curriculum in 28 of Her Majesty's Prisons and Young Offenders Institutes. We also have a successful Employment Academy model which works with employers and stakeholders to enhance our learners’ chances of re-entering society successfully, to find employment upon release and to live fulfilling lives. Milton Keynes College Careers

We are a family run business that specialises in recruiting teachers for schools and organisations around the world. We pride ourselves on a personal, friendly and professional service. It’s our job to find the perfect match for both teachers and educational organisations.
Kier Group is a leading property, residential, construction and services group which invests in, builds, maintains and renews the places where we work, live and play. We operate across a range of sectors including defence, education, housing, industrials, power, transport and utilities. **Kier Careers**

Our employees are and will always be; our greatest asset. Our employees make the difference and are at the heart and success of everything we do.

Their contributions to the organisation are an important part of our continued success. Grantham College would not be the place it is today without an inspiring, dedicated, committed, motivated and passionate workforce. We are grateful for the things our staff do every day which contribute to the achievements of the College. Currently Recruiting Engineering Lecturers

A leading supplier of on-site services to the Ministry of Defence, we believe we are ideally placed to support regular and reserve forces, ex-forces and their families, not just in our catering, retail and leisure facilities, but through every aspect of our business. **Sodexo Careers**
Why work in Education and Training?

The Education and Training Sector is wide-ranging in terms of employment roles and locations. Jobs in this sector are often demanding but also fulfilling. Employment opportunities in the education sector vary from teaching and training to finance and human resources. These jobs are mainly concerned with ensuring the integrity of academic institutions and maintaining the wellbeing of the education sector.

Advantages:

Exposure to Multiple Perspectives: Jobs in education or Training tend to expose employees to a wide variety of perspectives and many different opinions.
Stable Schedule: Employees in this sector can usually rely on a reliable work schedule with stable hours and little overtime.
Personal Fulfilment: Have a chance to instil knowledge in different groups of the population.
Interpersonal Interactions: You can develop close relationships with colleagues, students, and academic community and make a real difference.

Worldwide Opportunities

Depending on your employment preference, the education and training sector can be international in nature and some roles can offer excellent opportunities for working in other countries. If you want to work abroad, there are openings worldwide for English language teachers (ELT/TEFL), teaching in English-speaking countries and institutions and volunteering, or you could be delivering training for a multi-national organisation.

And finally…

If you enjoy a constantly evolving profession, the education and training sector offers a unique opportunity to influence people and develop your professional skills.

The average salary in the UK’s education sector is £31,705. Starting salaries for teachers in Inner London average £27,819 and £25,880 in Outer London.

There are currently 506,400 full-time teachers in the UK. 30.5% of these teachers are male, and 69.5% are female. Source: Department for Education; Welsh Government; Scottish Government; Northern Ireland Department of Education.
Skills and Qualifications

**State Schools** - To teach in a state school in England and Wales or to gain a place on a postgraduate teacher training course, you must have a degree and there are additional specific educational requirements. (Requirements for Scotland and Northern Ireland are similar.) Essential Skills include:

- Experience of working with children,
- Good communication skills,
- Planning and Organisational skills,
- Professionalism,
- Enthusiasm for learners and for your subject.

Full details of entry requirements are available from: http://www.prospects.ac.uk/teaching_education_sector.htm

**Further Education** - A degree is not essential but you must have relevant experience and for most disciplines have a relevant qualification. You must also be able to produce evidence of teaching skills. The [Level 3 Award in Education & Training](http://www.prospects.ac.uk/teaching_education_sector.htm), formerly known as Preparing to Teach in the Lifelong Learning Sector (PTTLS) is seen as the basic teaching qualification required by most FE providers. This is available through CTP at our Aldershot Training Centre.

**Higher Education** - For HE lecturing, a postgraduate degree is usually essential and a PhD is increasingly required, together with relevant experience for vocational/professional courses.

**Non-Teaching Posts/Professional Services within Educational Institutions** - Requirements for non-teaching/lecturing posts vary widely but are broadly in line with those for similar jobs in other sectors. It may be useful to have experience of working with students or children, as appropriate to the post, as well as experience in your specific field of work.

**Get into Teaching and Taster Events**

The Department for Education Website advertise a range of open events and teacher recruitment fairs across the UK. Visit www. https://getintoteaching.education.gov.uk They also run a number of online events.

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**Did You Know?!..**

You can get into early years, primary, and secondary school teaching with any degree, and if you want to teach an in-demand subject you may be eligible for a bursary.
Courses to Consider

**NVQ Assessor with Level 3 Award in Education and Training**
Speak to your Career Consultant or check out the [CTP Website](#) for more info.
This course is available to candidates who have experience in delivering training as an instructor or delivering management presentations. The course is open to all Service leavers; however, a minimum of level 2 numeracy and literacy would be advantageous, along with a good working knowledge of IT.

**Level 3 Award in Education and Training**
Speak to your Career Consultant or check out the [CTP Website](#) for more info.
Achieving the Level 3 Award in Education and Training will provide sufficient evidence that the learner has obtained the necessary skills and knowledge to prepare, plan, deliver and evaluate basic teaching and learning sessions in a variety of teaching or training contexts. The course is open to all Service personnel. It is particularly suitable for those planning a second career in adult FE education or commercial training.
Courses to Consider - [Available on the CTP Website](#)

<table>
<thead>
<tr>
<th>Course</th>
<th>Availability</th>
<th>Next Location</th>
<th>Qualification</th>
<th>Next Start Date</th>
<th>Duration</th>
<th>Course Fee</th>
<th>Exam Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 Award in Education and Training</td>
<td>Limited</td>
<td>CTP Aldershot Training Centre</td>
<td>The Pearson BTEC Level 3 Award In Education &amp; Training</td>
<td>13 Jul 2020</td>
<td>10 Days</td>
<td>£527.00</td>
<td>£86.76</td>
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<tr>
<td>Level 3 Diploma in Personal Training Module 1</td>
<td>Good</td>
<td>Portsmouth</td>
<td>Transcend Level 3 Certificate In Personal Training</td>
<td>8 Jun 2020</td>
<td>5 Days</td>
<td>£2,647.92</td>
<td></td>
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<tr>
<td>Level 3 Diploma in Personal Training Module 2</td>
<td>Good</td>
<td>Portsmouth</td>
<td>Transcend Level 3 Certificate In Personal Training</td>
<td>14 Jul 2020</td>
<td>9 Days</td>
<td></td>
<td></td>
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<tr>
<td>Level 3 Diploma in Personal Training Module 3</td>
<td>Good</td>
<td>Portsmouth</td>
<td>Transcend Level 3 Certificate In Personal Training</td>
<td>15 Jun 2020</td>
<td>2 Days</td>
<td></td>
<td></td>
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<tr>
<td>NVQ Assessor</td>
<td>Good</td>
<td>RRC Cotlsmore</td>
<td>Pearson EDEXCEL Level 3 Award In Assessing Competence in the Work Environment</td>
<td>21 Sep 2020</td>
<td>5 Days</td>
<td>£636.73</td>
<td></td>
</tr>
<tr>
<td>NVQ Assessor with Level 3 Award In Education and Training</td>
<td>Good</td>
<td>RRC Cotlsmore</td>
<td>NVQ Assessor Award (TAGA) Level 3</td>
<td>19 Oct 2020</td>
<td>10 Days</td>
<td>£1,465.68</td>
<td></td>
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</tbody>
</table>

There are also several CTP Preferred Suppliers who also offer relevant training for this sector.

For a full list please see the [Preferred Suppliers list](#) on the CTP website.
During this COVID – 19 Pandemic, CTP have been working hard to ensure that Service leavers can access resettlement services in the safest possible way and we have introduced Virtual Classrooms to some of our existing Vocational Training courses.

A course delivered in a Virtual Classroom is where learners log into an online platform, from their home or safe location and they can see and interact with a live trainer who is delivering the course in the same way as it would be in the classroom. End of course examinations are taken online and learners will be required to have a webcam, microphone and speaker/headset in order to interact fully.

Those who have already booked places on our face to face courses between now and 30 April have been offered the opportunity to switch onto our Virtual Classroom courses, and we will be opening up bookings for our May courses shortly. For further information on courses and start dates please visit our website https://www.ctp.org.uk/resettlement-training/find-a-course?department=general-management

To book your place please contact CBIC on 01252 954007

Please read through our Frequently Asked Questions which answers many of your queries regarding training during the current COVID -19 situation

**New Vocational Training course dates to September 2021 are available on our website!**

CTP are pleased to advise that our vocational training course dates are now available for booking for courses commencing up to September 2021!

We have added additional availability to our most high demand courses, and continue to offer a range of highly subsidised contract funded training, providing excellent value for money.

Course dates, locations and prices can be found on our website, along with detailed descriptions and downloadable factsheets.

To make a booking for any of our courses, please call our Course Bookings & Information Centre CBIC on 01252 954007.
Salary and Benefits

- **95% of newly qualified teachers (NQTs) are employed in a teaching role within six months of completing their training.** As an NQT, you’ll begin on a salary of at least £22,917, or £28,660 in inner London. As you rise up the pay ranges, you could earn as much as £116,738 as a headteacher, in inner London. ([www.getintoteaching.education.gov.uk](http://www.getintoteaching.education.gov.uk))

- If you hold the CIPD qualification potential roles can include Learning & Development Manager, Training Manager, Training Consultant and many more. Average salaries for these roles are in the region of £41K pa ([www.indeed.co.uk](http://www.indeed.co.uk)).

- Teachers can also work as private tutors on a one-to-one basis. The average hourly rate is between £25/£35 per hour. There are a number of sites that you can register with as a tutor.

- Non-teaching role salaries vary widely depending on the role and the location. These will be similar to the average salary for the respective role outside of an educational or training environment.

- You can find more information online: [https://getintoteaching.education.gov.uk/competitive-salary-and-great-benefits](https://getintoteaching.education.gov.uk/competitive-salary-and-great-benefits)

**Benefits/Bonuses** – Benefits and bonuses will vary depending on the type of role and organisations, but a generic summary is below:

- Pension Scheme (Teachers are automatically enrolled into the Teachers’ Pension Scheme)
- Stable and healthy holiday allowance (Up to 13 weeks holiday a year in some Academic Institutions)
- Some roles can fit around family commitments/children
- Career Progression
- Variety – no day the same
- Opportunities relating to Personal Development
- Job Satisfaction – Ability to make a real difference to peoples lives
Vacancy Information: May 2020

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Job Title</th>
<th>Location</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>326207</td>
<td>Safety Promotion and Training Lead</td>
<td>Yeovil</td>
<td>08/05/2020</td>
</tr>
<tr>
<td>326596</td>
<td>Director of Higher Education</td>
<td>Weston Super Mare</td>
<td>17/05/2020</td>
</tr>
<tr>
<td>326703</td>
<td>Educational Psychologist (x2)</td>
<td>Norfolk</td>
<td>11/05/2020</td>
</tr>
<tr>
<td>325326</td>
<td>Health and Safety Trainer</td>
<td>Midlands</td>
<td>18/05/2020</td>
</tr>
<tr>
<td>326444</td>
<td>Advisory Teacher - Hearing Impairment and Visual Impairment</td>
<td>Sussex</td>
<td>16/05/2020</td>
</tr>
<tr>
<td>326612</td>
<td>Hourly Paid Teacher in Business</td>
<td>Colchester</td>
<td>31/01/2021</td>
</tr>
</tbody>
</table>

Remember to check RightJob Regularly for new Education/Training Opportunities
Coronavirus: 5 tips for student teachers
Your teacher training year is said to be the most challenging part of your teaching life. However, we, the trainees of 2020, have had it extra tough with final placements cancelled so that, within the space of a week, our PGCE year has come to an abrupt halt.
More Info.

Recruitment FAQs: how to hire during school closures
With schools getting to grips with online learning, many leaders are now looking forward to September and the positions they need to fill. But with schools and candidates on lockdown, this recruitment window is not as clear as it once was.
More Info

Podcast: How to find a new job during school closures
With this year’s resignation deadline approaching, many schools and staff are planning for September. But with the traditional interview process no longer an option, what does this mean for a candidate’s new career prospects?
More Info
The Education and Training Foundation (ETF) in partnership with the Gatsby Charitable Foundation has launched the Further Forces Programme, a scheme to retrain Armed Forces Service leavers to teach technical subjects, including science, engineering and technology, in the Further Education and Training sector. The University of Portsmouth and the University of Brighton have been awarded the national contracts to train (Portsmouth) and mentor (Brighton) Armed Forces Service leavers to work as Further Education (FE) teachers and trainers based in colleges and training providers across England.

ABOUT THE PROGRAMME
The project will be rolled out through two national hubs – one in the North of England and one in the South. The programme will run for two years and aims to recruit and train 110 new teachers in the sector. While recruitment activity has now started, the delivery of training and employment opportunities will start from September this year.

The University of Portsmouth will recruit Service leavers and link them with suitable employment. The newly employed Service leavers will then undergo an in-service training programme. Alongside this, the University of Brighton will provide mentoring support to ensure the new teachers are successful in their role.

WHO CAN APPLY?
Any service personnel who are planning to leave the Armed Forces, or who have left in the past 2 years. You should have an interest in becoming a teacher in the FE sector i.e. teaching students aged 16 and over.

DO I NEED ANY PRIOR EXPERIENCE OR QUALIFICATIONS?
No. We are looking for people with technical knowledge and a desire to train/teach. All training to become an effective trainer/teacher will be provided by the programme. All you are expected to have already are:

• GCSE Mathematics and English language at grade C or above, or equivalent.
• A subject specialism or skill for which you would teach or deliver training
• Willingness to undergo a DBS (criminal record) check

HOW MUCH WILL THIS COST?
There is no cost for service personnel undertaking this programme. The total cost of training, including mentor support, will be provided by the Education & Training Foundation and the Gatsby Charitable Foundation.

How to apply
For more information and to apply for this programme, visit the University of Portsmouth’s website
<table>
<thead>
<tr>
<th>Further Information</th>
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</thead>
<tbody>
<tr>
<td><strong>National Careers Service</strong> – Find out more about careers in the Education Sector, skills, qualifications and training.</td>
</tr>
<tr>
<td><strong>Career Transition Partnership</strong> - The MoD's official provider of Armed Forces Resettlement. We also provide a free recruitment service for employers wishing to hire ex-military personnel.</td>
</tr>
<tr>
<td><strong>Sector Skills Assessment</strong> - This is a sector skills assessment for the education sector. It aims to provide labour market intelligence to inform the development of skills policy across the UK.</td>
</tr>
<tr>
<td><strong>The Department for Education</strong> The Department for Education is responsible for children's services and education, including higher and further education policy, apprenticeships and wider skills in England.</td>
</tr>
<tr>
<td><strong>Institute of School Business Leadership (ISBL)</strong> ISBL aims to promote the value and impact of the whole profession and remove the risk of underselling the role. We firmly believe that there is a requirement for elements of management and leadership across all of the roles that exist in the school business profession, whether they be generalist, specialist or executive.</td>
</tr>
<tr>
<td><strong>The Independent School Bursars Association</strong> The Independent Schools' Bursars Association (ISBA) supports and advises the bursars and senior management staff of more than 1000 independent schools across the UK and overseas.</td>
</tr>
<tr>
<td><strong>Teach First Training Programme</strong> Train to teach and lead with expert support. Get paid from day one in class. Unlock potential in kids from disadvantaged backgrounds, and the potential in you.</td>
</tr>
<tr>
<td><strong>Further Forces</strong> The Education and Training Foundation (ETF) in partnership with the Gatsby Charitable Foundation has launched the Further Forces Programme, a scheme to retrain Armed Forces Service leavers to teach technical subjects, including science, engineering and technology, in the Further Education and Training sector.</td>
</tr>
<tr>
<td><strong>City &amp; Guilds</strong> - What we do is about more than skills, qualifications and jobs. Backed by a Royal Charter, we exist to make sure that people can contribute to successful businesses and economies.</td>
</tr>
<tr>
<td><strong>Open University</strong> - The Open University is a public distance learning and research university, and one of the biggest universities in the UK for undergraduate education.</td>
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<td><strong>ELCAS</strong> - The MOD's Enhanced Learning Credits Scheme (ELC) is an initiative to promote lifelong learning amongst members of the Armed Forces.</td>
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## Useful Links

- **Universities UK**  Universities UK is the voice of universities, helping to maintain the world-leading strength of the UK university sector and supporting our members to achieve their aims and objectives.

- **www.education.co.uk**  Easy procurement for schools

- **Guardian Jobs**

- **www.tes.co.uk**  - Educational materials, jobs, news and courses from and for the world's best community of teachers and school leaders

- **www.prospects.co.uk**  - Prospects transforms lives and communities through our innovation and expertise in employment, skills, care and education.

- **www.capita-education.co.uk**  - Capita Education Software Solutions creates software that helps education institutions meet their commitment to ensuring every student has the best opportunity to succeed.

- **http://www.olassjobs.co.uk**  - Prison education allows offenders to gain the skills they need to find stable employment and successfully reintegrate with society. Careers in offender education are highly rewarding and provide you with a unique opportunity to make a real difference to the lives of others.

Last updated 01/04/2020