

## **Job Description**

**Directorate/Department:** Business Development: Apprenticeships

**Title of Job:** Industry Skills Tutor

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**Responsible to:** Curriculum Manager

### **Key Purpose:**

Within the context of the College's commitment to providing high-quality education for all the post-holder will be responsible for coordination and successful completion of those Apprenticeships to which assigned, to include all elements of the appropriate Standard or Framework. This includes:

- (i) Coaching apprentices to reach their full potential by providing support, mentoring, challenge and motivation throughout all aspects of their apprenticeship journey;
  - (ii) Assessing and monitoring progress and performance of assigned apprentices;
  - (iii) Preparing assigned apprentices towards successfully completing their End Point Assessment;
  - (iv) Planning, supporting and monitoring apprentice placements to ensure clear objectives and alignment to the development of required skills, knowledge and behaviours.
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**Grade:** SO2

**Location:** All college campuses, with travel to learners' workplace required

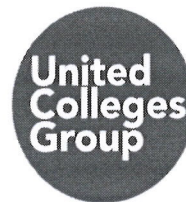
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### **Core Tasks and Responsibilities:**

- Manage a caseload of apprentices by monitoring attendance, progression, achievement and completion, organising pastoral support as required and by working with all parties involved in the training programme to resolve any issues that may affect successful completion of programmes
- To coordinate achievement of all aspects of apprenticeship standards or frameworks, to include quality assurance where appropriate, ensuring learners achieve on time, and in-line with college targets;
- Ensure that both apprentice and employer are present when completing skills reviews and initial assessment activities
- To develop individual action plans including the setting of smart targets tailored to meet apprentices'

needs;

- To maintain accurate records in line with the college requirements;
- To ensure all apprentices meet eligibility criteria as set out in the relevant funding guidance;
- To undertake observations, professional discussions and other high-quality evidence-based assessment in the workplace and college that supports the gathering of evidence appropriate to the relevant Standard or Framework;
- To provide timely marking and assessment of students' work;
- To be responsible for the co-ordination of End Point Assessment where relevant;
- To develop learning resources to support the delivery of apprenticeship standards;
- To identify and develop business links with employers to achieve team recruitment targets;
- To lead on the identification of new employers, logging all activity on college systems;
- To maintain productive relationships and provide a central access point for employers to update them on new initiatives, including apprenticeship reforms, and any emerging funding opportunities;
- To maintain an electronic diary to ensure safe working and evidence progress monitoring;
- To attend and contribute positively to team and review meetings;
- To carry out work-based reviews in-line with college policy;
- To use local and expert knowledge to suggest innovative curriculum developments;
- To conduct yourself in a professional and safe manner;
- To understand and contribute to the apprenticeship application process including, where required, interviewing to ensure appropriate and timely enrolment;
- To carry out workplace assessments for health and safety, safeguarding and equality and diversity;
- To participate in the College's quality assurance processes including appraisals and observations;
- To implement actions from team meetings in relation to apprenticeships for which you have responsibility;
- To provide market intelligence to inform the college's curriculum offer;
- To effectively use and complete in a timely manner any systems that the college implements to support the recruitment and delivery of apprenticeships;
- To carry out any administration in relation to the recruitment and successful completion of Apprenticeship programmes in-line with college policy;



- To monitor the delivery of functional skills, where appropriate, to support apprenticeship success;
- To actively plan and participate in employer engagement activity to include promoting the broader college offer;
- To have a good working knowledge of the college business and contracts in order to promote the college commercial offer;
- To have an up to date and thorough understanding of the apprenticeship landscape with a detailed understanding of those Standards and Frameworks relevant to your vocational area;
- To ensure that due care and attention is given to the requirements of health and safety legislation, recommending remedial action when necessary;
- To comply with and adhere to all college data protection systems and procedures.

#### **Additional essential responsibilities:**

1. To undertake any training relevant to the efficient delivery of any of the above duties and to take responsibility for the post holders own professional development.
2. To undertake any such other, broadly analogous task as the Principal or their delegate may from time to time determine, or the demands of the College may require.
4. To carry out his/her duties and responsibilities at all times with due regard to the College's Safeguarding, Equal Opportunities, Health & Safety, No Smoking and Quality Management Policies.

#### **Special Conditions**

1. The nature of this post means that the post holder will need to travel to all the College campuses and to other external venues;
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet external needs which may include working evenings and weekends;
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS) check.

This job description is current at the date of issue. As and when the work of the College develops or changes so the areas of responsibility may be subject to change, and the job description will be reviewed. Such changes will, in the first instance, be made in consultation with the post holder.

<b>Apprenticeship Skills and Development Coach</b>
Person Specification & Short listing criteria
<i>Minimum requirements of the post, with an indication of how these are to be assessed.</i>



1	Education/Qualifications	Essential	Desirable
1.1	Relevant vocational qualification at or above level 3	✓	
1.2	GCSE Grade C English and Maths or equivalent Level 2	✓	
1.3	Assessor award	✓	
1.4	IQA award		✓
2	Experience/Knowledge		
2.1	Relevant up-to-date industrial/ subject knowledge	✓	
2.3	Knowledge of industry and employment opportunities	✓	
2.4	Knowledge of Ofsted		✓
2.5	Knowledge of apprenticeship and AEB funding		✓
2.6	Experience of training or assessing in the vocational area	✓	
2.7	An ability to identify commercial opportunities that increase income	✓	
3	Skills/Abilities		
3.1	Excellent communication skills, both verbal and written and ability to convey and explain concepts in straightforward language	✓	
3.2	Excellent organisational and administrative skills and be able to manage and organise priorities	✓	
3.3	Excellent IT skills, with proven ability to use Microsoft Office suite	✓	
3.4	Ability to work effectively and efficiently as part of a team to ensure quality of provision and timely and overall successful outcomes.	✓	
4	Personal Qualities		
4.1	Commitment to and enthusiasm for delivering an excellent customer service demonstrating problem-solving attributes for apprentices, employers and other key stakeholders	✓	
4.2	Excellent interpersonal skills	✓	
4.3	Adaptable to change and able to work under pressure	✓	
4.4	Purposeful and focused approach to tasks	✓	
5	Qualities/Genuine Occupational Requirements		
5.1	To have an understanding of, and commitment to Equal Opportunities in practice.	✓	
5.2	In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> <li>• Motivation to work in the further education sector;</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students;</li> <li>• Emotional resilience in working with challenging behaviours;</li> <li>• Attitudes to use of authority and maintaining discipline</li> </ul>	✓	