**Vocational Development Officer**

**Grade H**

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| **Group:**  Care, Wellbeing and Learning |
| **Location:**  As required |
| **Service:**   Learning and schools |
| **Line Manager:** Vocational Curriculum manager |
| **Car User Status:**  N/A |

To ensure the delivery of high quality vocational learning and assessment.

**The key roles of this post will include:**

1. To plan and deliver high quality apprenticeship programmes for adults and young people in the subject of expertise.
2. To plan and deliver apprenticeships using existing frameworks and new standards.
3. To place the needs of learners and employers at the centre of delivery.
4. To ensure the delivery of high quality apprenticeship programmes with high success rates.
5. To design programmes to meet the criteria set by awarding bodies.
6. To undertake and record initial assessment including setting unit targets and assisting participants overcome barriers to learning.
7. To apply Gateshead Council’s learningSkills quality frameworks to the delivery of learning programmes. This will include recording, action planning and tracking individual learner progress and undertaking assessment of learners’ work
8. To give information, advice and guidance to learners.
9. To encourage employers to support apprentices to progress into sustainable employment
10. To ensure a safe supportive learning environment.
11. Such other responsibilities allocated which are appropriate to the grade of the post.

**Essential**

**Knowledge of:**

* and commitment to anti-discriminatory practices
* current teaching and assessment practices
* the subject of expertise
* Apprenticeship frameworks
* OFSTED,QCA and awarding bodies criteria

**Qualification:**

* level 5 teaching qualification
* to have occupational competency in the area of delivery
* D32, 33 or A1/TAQA
* must be occupationally competent within their skill sector
* a clean full driving licence and the use of a car.

**Experience of:**

* successful apprenticeship delivery including assessment and internal verification
* teaching adults using educational frameworks in a vocational settings.
* relating to adults in a range of settings.
* administration skills required to successfully deliver vocational learning programmes.
* acting on own initiative, working in outreach locations and with colleagues as part of a team

**Desirable**

**Knowledge of:**

* the application of the DDA to learning
* the application of Information Learning Technology to the area of learning

**Qualification:**

* Vocational specialist qualification

**Experience of:**

* applying learning within a vocational setting

**Competencies**

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| **Self Awareness**  **Personal Effectiveness**  **Communication**  **Delivering Results**  **Joined Up Working**  **Improving Delivery**  **Motivating Teams and Individuals**  **Managing Team and Individual Performance**  **Managing Diversity** | Is self-aware, learns continuously and adapts behaviour in response to feedback.  Makes things happen, operates with resilience, flexibility and integrity.  Shares and listens to information, opinions and ideas using a range of effective methods.  Promotes customer focused service delivery. Plans and prioritises and learns from mistakes.  Promotes collaborative relationships with other services and colleagues in order to improve service delivery.  Seeks out the best way to deliver services, promotes innovation and learning and manages risks.  Creates the right environment for teams and individuals to perform at their best.  Gives clear direction and feedback to maximise performance.  Treats individuals with respect and consideration, takes employee policy and practice seriously. |