

## JOB DESCRIPTION

<b>Job Title:</b>	Apprenticeship Skills Co-Ordinator
<b>Grade:</b>	Support Grade E
<b>Hours:</b>	37 hours per week (pro rata)
<b>Location:</b>	Framwellgate Moor Campus
<b>Department:</b>	School of Health, Care and Public Services
<b>Accountable to:</b>	Head of School

### Job Purpose

The post holder will be responsible for the recruitment, delivery and assessment of Healthcare Support and Adult Care apprenticeships at level 3 as well as Level 4 Diplomas. You will also support candidates with portfolio building giving information, advice and guidance and progression route guidance.

### Key Result Areas

1. The post holder will be a member of the Work Based Learning Apprenticeship team within the school of Health, Care & Public Services and will contribute to the effective and efficient organisation and delivery of Healthcare Support & Adult Care Diploma and Apprenticeship provision at level 3 and 4. This includes progress reviews, workplace observations, portfolio building and preparation for end point assessment. The post holder will contribute to course administration, standardisation and tracking of learner progress.
2. All staff are expected to contribute to curriculum and their own personal /professional development.
3. Delivering and assessing programmes of learning up to Level 4 equivalent to support candidates with portfolio building whilst underpinning knowledge relevant to the provision within the School.
4. Maintaining up to date records to track student/candidate achievement and performance
5. Involvement in quality improvement procedures including course and curriculum area reviews and keeping up-to-date registers and student records, collating data related to retention, achievement, and attendance and student progression.

6. Any other duties commensurate with the grade and status of the post.

## General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. Delivery and assessing programmes of learning up to Level 4 equivalent, together with underpinning knowledge relevant to the provision within the School
3. Support all learners with their portfolio building in the workplace for their Apprenticeship Standard or Diploma.
4. Preparation for end point assessment
5. Maintaining up to date records to track learner achievement and performance.
6. Assessing the training / workplace environment to ensure it meets Health and Safety standards and awarding body requirements.
7. Completion of Learner progress tracking and milestone documents to assist the development of Knowledge, Skills and Behaviours of the individual.
8. Supporting learners to achieve qualifications through:
  - Organising and carrying out work-based observations and assessments as required by specific programmes.
  - Recording and providing feedback to students.
  - Guiding and tutoring in support of students.
  - Reviewing progress against targets
9. Keeping up-to-date registers and student records, related to retention, achievement, and attendance and student progression
10. Working with employers to promote the Apprenticeship Programme and develop new business opportunities.
11. To attend and contribute to school and standardisation meetings
12. Contributing to student interviews, promotional activities, open events employer liaison and other College events.
13. Be flexible in terms of working hours to meet the needs of the business and Employers in the Care sector.



14. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
15. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
16. To be responsible for actively identifying own development needs
17. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

### **Variation in the Role**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

### **Equality and Diversity**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

### **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



## PERSON SPECIFICATION

Job Title: Vocational Assessor Health and Social Care

### Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent or willing to work towards**	1	✓	
Recognised vocational qualification in Health and Adult care or a vocationally related area at least Level 4 qualification	1	✓	
A1 Assessor Award	1	✓	
V1 Award or equivalent	1		✓
Experience of managing a learner caseload	1, 2	✓	
PGCE / CERT Ed or equivalent	1, 2		✓
Recent experience of working within an FE/HE College or training provider assessing candidates	1, 2	✓	
A working knowledge of assessing learners within the workplace setting and the educational establishment	1, 2	✓	
Recent experience of improving learner success rates	1, 2	✓	
Skills	Assessed by	Essential	Desirable*
A proven track record of being able to prioritise and organise own work	1, 2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	1, 2, 3	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	1, 2, 3	✓	
Demonstrate the ability to work effectively with others	1, 2	✓	
A commitment to resolving problems and to improving own performance	1, 2, 3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external	1, 2, 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	1, 2, 3	✓	
Demonstration of up-to-date practice in childcare	1, 2	✓	



Recent experience of supervising training within a childcare care setting	1, 2		✓
Suitable to work with young people and vulnerable groups.	1, 2	✓	

\*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

**Issue Date: February 2021**

