



## Job profile

### Vocational Development Officer

#### Grade H

**Group:** Children, Adults & Families

**Service:** Education, Schools & Inclusion

**Location:** As required

**Line Manager:** : Vocational Curriculum manager

**Car User Status:** N/A

#### Job Purpose

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.



## Knowledge & Qualifications

### Essential:

#### Knowledge of:

- and commitment to anti-discriminatory practices
- current teaching, learning and assessment practices/ strategies
- the subject of expertise
- Apprenticeship frameworks/standards
- OFSTED,QCF and awarding bodies criteria

#### Experience

- successful apprenticeship delivery including assessment and internal verification
- teaching adults using educational frameworks in a vocational setting.
- 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
- vocational experience within the appropriate vocational sector
- both classroom delivery and vocational delivery within the workplace

#### Qualifications

- level 4 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 current full driving licence and access to a car or means to mobility support

### Desirable:

#### Knowledge of:

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

#### Experience of:

- applying learning within a vocational setting

#### Qualifications

- Vocational specialist qualification



## Competencies

### Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

### Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### Team Working

Works with others to achieve results and develop good working relationships

### Making things happen

Takes responsibility for personal organisation and achieving results

### Flexibility

Adapts to change and works effectively in a variety of situations

### Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences