

# **JOIN TEAM NCD**

**FIND YOUR NEW**  **New  
College  
Durham**

# OUR STATEMENT OF PURPOSE

## OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

## OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

## OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

**As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':**

**Accountability:** We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

**Safeguarding:** We maintain a safe and inclusive environment in which students can learn, achieve and progress.

**Partnerships:** We work in partnership with those who share our vision and values.

**Inclusion:** We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

**Respect:** We treat everyone with respect, fostering trust, openness and honesty.

**Excellence:** We achieve and maintain high standards in everything that we do.

**A** **ACCOUNTABILITY**

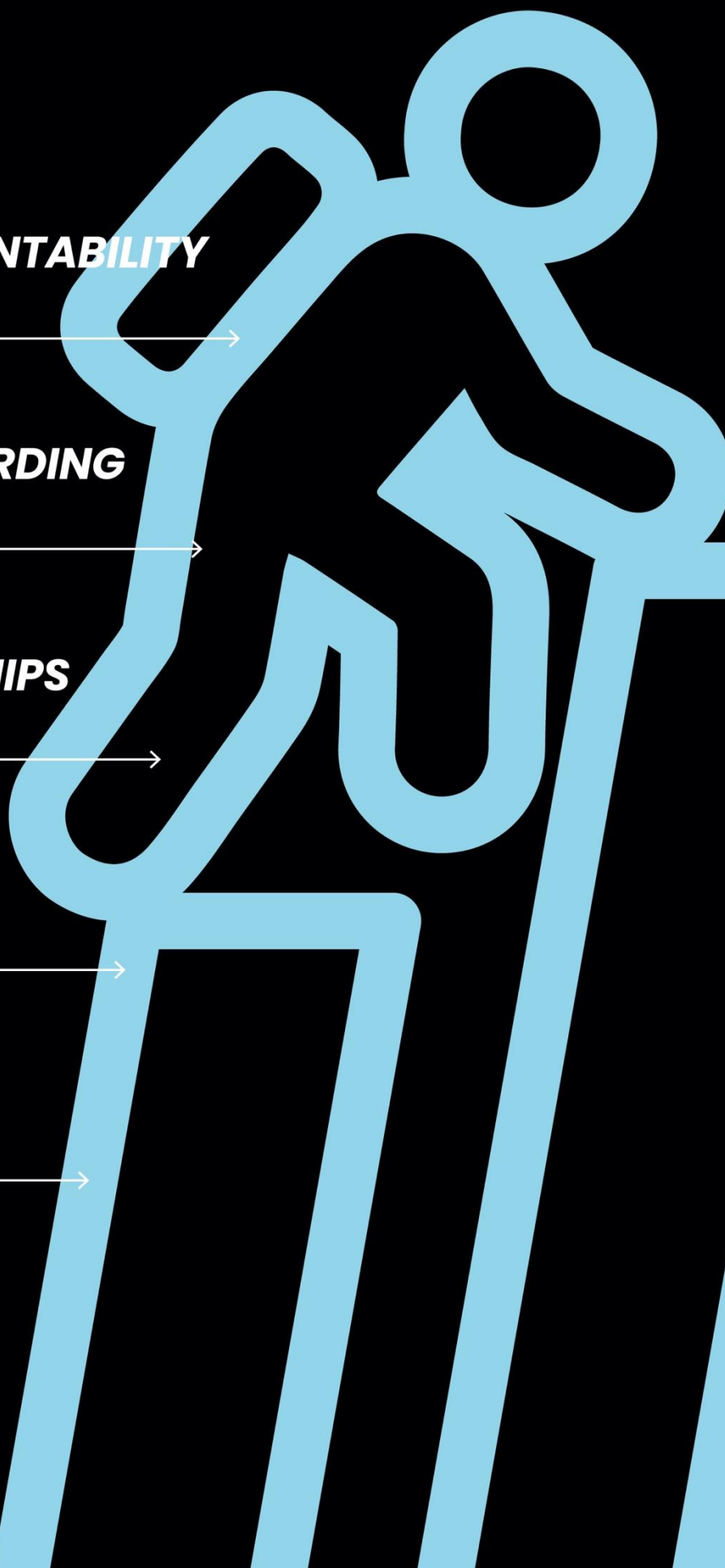
**S** **SAFEGUARDING**

**P** **PARTNERSHIPS**

**I** **INCLUSION**

**R** **RESPECT**

**E** **EXCELLENCE**



## JOB DESCRIPTION

<b>Job Title</b>	Apprenticeship Skills Co-ordinator – Fire Service Provision
<b>Grade</b>	Support Grade E
<b>Hours</b>	37 hours per week (pro-rata)
<b>Location</b>	Framwellgate Moor Campus
<b>Department</b>	Uniform Services within School of Sport, Uniform Services and Academic Studies
<b>Accountable to</b>	Curriculum Manager

## JOB PURPOSE

The post holder will be responsible for supporting learners who are completing a Fire Apprenticeship at Level 3. You will also support learners through Progress Reviews, giving information, advice and guidance and preparation for End Point Assessment.

## KEY RESULT AREAS

1. The post holder will be a member of the Apprenticeship team within the School of Sport, Uniform Services and Academic Studies and will contribute to the effective and efficient organisation and delivery of Level 3 Fire Apprenticeship qualifications. The post holder will contribute to course administration and tracking of learner progress via regular reviews with students.
2. You will liaise with Fire Service employers across the region to support apprentices across the different standards for example L3 Operational Firefighter standard.
3. Your main role will be to support students with portfolio building and completion of evidenced based practice. This will be done via Progress Reviews, which occur every 12 week period.
4. It will involve maintaining up to date records to track student achievement and performance and highlight any students At Risk or behind with their progress.
5. You will support the apprentice to achieve the knowledge, skills and behaviours set out within the apprenticeship standard through:
6. Workplace delivery and onsite assessment of the knowledge, skills and behaviours within the Fire Service Standards
7. Organising and carrying out observations and assessments to underpin the knowledge, skills and behaviours within the standards
8. Recording and providing appropriate feedback to apprentices for portfolios following observations
9. Guiding and mentoring in order to support apprentices
10. Reviewing progress against targets, ensuring the targets are relevant to both aspects of the program

11. Keeping up-to-date registers and student records, collating data related to retention, achievement, and attendance and student progression.
12. Working with employers to organise assessor / tutor visits and assessments.
13. Ensure apprentices are ready for their End Point Assessment
14. Ensuring subject knowledge and vocational practice is up-to-date.
15. Production of student / candidate progress reports.
16. Involvement in quality improvement procedures including course and curriculum area reviews.
17. To attend and contribute to standardisation meetings.
18. Contributing to student interviews, promotional activities, open events, employer liaison and other College events.
19. Maintaining a safe working environment.
20. Involvement in admissions and induction of student.
21. Involvement in maintenance of course documentation.
22. All staff are expected to contribute to curriculum and their own personal/ professional development.
23. 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. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. 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.



## 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 stated.

## PERSON SPECIFICATION

Job Title: Apprenticeship Skills Co-ordinator – Fire Provision

<b>Knowledge &amp; Experience</b>	<b>Assessed by</b>	<b>Essential</b>	<b>Desirable*</b>
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Recognised Fire Service qualification	1		✓
A1 Assessor Award	1		✓
PGCE/Cert Ed or equivalent	1/2		✓
Experience of managing a learner caseload	1		✓
Previous office experience, to include keyboard skills, telephone queries and filing	1 / 2	✓	
Recent experience of working with apprenticeship provision within a training provider or in an FE/HE College	1 / 2	✓	
A working knowledge of assessing learners within the workplace setting and the educational establishment	2 / 3	✓	
Recent experience of improving learner success rates	1 / 2	✓	

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## PERSON SPECIFICATION

Job Title: Apprenticeship Skills Co-ordinator – Fire Provision

Skills	Assessed by	Essential	Desirable*
A proven track record of being able to prioritise and organise own work	2	✓	
Previous experience working as a firefighter or have knowledge of the fire service	1/2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	2	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	1 / 2	✓	
Demonstrate the ability to work effectively with others.	2 / 3	✓	
A commitment to resolving problems and to improving own performance	2 / 3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers	2	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	2 / 3	✓	
Suitable to work with young people and vulnerable groups	1 / 3	✓	

\*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 criteria might be considered at the shortlisting stage.



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

**Issue Date: 25 May 2023**