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.

JOB DESCRIPTION

Issue Date: March 2025

Job Title	Apprenticeship Skills Co-ordinator
Grade	Support Grade E
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	School of Travel, Digital, Professional and Management
Accountable to	Head of School/Curriculum Manager

JOB PURPOSE

The post holder will be responsible for aspects of the apprenticeship provision in Management and Professional from level 2 to 4. You will support apprentices throughout their programme in gathering evidence towards their qualification as well as knowledge, skills and behaviours. Advice and guidance, completing assessments and timely progress reviews are also purposes of the role. You will support the employer and maintain effective and productive working relationships.

KEY RESULT AREAS

1. The post holder will be a member of the team within the School of Travel Digital, Professional and Management and will contribute to the effective and efficient organisation and delivery of apprenticeship standards, including timely reviews and observations. The post holder will contribute to course administration and tracking of apprentice progress including Off The Job diaries. The post holder will undertake a range of administration duties as well as some undertaking teaching duties.

2. The post holder will undertake a range of administration duties including the completion of timely, detailed progress reviews, assessments and will use the College's system to record all necessary aspects of delivery and progress, while providing appropriate portfolio support to apprentices and employers.

3. All staff are expected to contribute to the curriculum and their own personal and professional development.

4. Duties undertaken by the post holder may include being the Apprenticeship Skills Co-ordinator for designated programmes/ cohorts and these duties will extend to (but are not limited to) responsibility for::

    - assessment of apprenticeship programmes together with underpinning knowledge relevant to the provision within the curriculum area
    - supporting all apprentices with their evidence collection both on and off the job to achieve their apprenticeship within the planned timeframe
    - liaise with external organisations regarding teaching, learning and assessment resources to support apprentices and employers
    - maintaining up to date records to track progress, achievement and performance
    - assessing the employers' suitability to be able to deliver appropriate training and support the apprentice through their programme
    - assessing employers' job description and apprenticeship role suitability to meet the KSB's within the identified apprenticeship

    - supporting apprentices to achieve knowledge, skills, behaviours and where appropriate

qualifications through:
- organising and carrying out observations and assessments as required by the programme content
- recording and providing appropriate feedback to apprentices
- guiding and tutoring to support apprentices
- reviewing progress against targets
- assisting with the development of individual learning and action plans;
- maintaining an up to date Off the Job record
- working with employers to promote apprenticeships and develop potential new business opportunities
- support and promote maths and English skills development to both apprentices and their employers

5. Keeping up-to-date attendance and student records, related to retention, achievement, attendance and progression

6. Contribute to the planning of the Gateway and End Point Assessment processes by liaising with the employer, apprentice and course team

7. To attend and contribute to appropriate meetings

8. Contributing to apprentice interviews, promotional activities, open events employer liaison and other College events

9. Be flexible in terms of working hours to meet the needs of the business and employers

10. 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.

ISO 14001:2004 REGISTERED FIRM
MINDFUL EMPLOYER
disability confident EMPLOYER
Leaders in Diversity
European Union
European Social Fund

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 Coordinator

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	✓	
Level 3 NVQ (or equivalent qualification) in Management or related subject	1		✓
Teaching qualification at FENTO Level 3, or willing to work towards (e.g. CertEd or equivalent)	1		✓
Experience working with professional awarding bodies such as AAT, CMI or CIH	1, 2		✓
Assessor award e.g. D32, D33 or A1, and/or willing to work towards	1	✓	
Internal verifier award e.g. D34, V1	1		✓
Experience of managing an apprentice caseload	1, 2		✓
Knowledge and understanding of maintaining and Off The Job diary	1, 2		✓
A working knowledge of assessing learners within the workplace setting and an educational establishment	1, 2		✓
Recent experience of improving learner success rates	1, 2		✓

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PERSON SPECIFICATION

Job Title: Apprenticeship Skills Coordinator

Skills	Assessed by	Essential	Desirable*
Ability to effectively communicate to people both face to face and in writing	1 / 2 / 3 / 4	✓	
Ability to work collaboratively within the working environment in order to meet deadlines	1 / 2 / 3	✓	
Demonstrate the ability and commitment to work towards professional standards in the workplace	1 / 3	✓	
Ability to prioritise and organise own workload and work in a timely and effective manner	1 / 2 / 3	✓	
Ability to effectively utilise ICT in order to update and maintain learning records	1 / 3	✓	
Suitable to work with young people and vulnerable adults	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.

Academic Staff who are new to teaching and who do not have a recognised teaching qualification, will be required to undertake the College's six month programme "Teaching, Learning and Assessment Toolkit" to gain knowledge on the practicalities of the skills to plan, deliver, assess and review teaching and assessment. This should be completed within the probationary period.

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

Issue Date: 03/03/25