

JOB DESCRIPTION

Job title:	Apprenticeship Trainer Early Years (Maternity Cover)
Accountable to (line manager):	Apprenticeship Manager
Scale:	E18-E23
Workload:	Part Time 18.5 Hours

Core expectations

- Ensuring Tone of Voice is consistent;
- Few rules and clear boundaries – an organisation concerned with student-focused decision making;
- Transparency, empowerment and accountability – a delegated model of authority as opposed to ‘command and control’;
- Decision making as near to the frontline as possible – responsive, learner focused.

Components of the job

1.	To plan, co-ordinate, assess and review the learning activities associated with apprenticeships in Early Years.
2.	To manage a caseload of learners, organise workplace assessments and meetings with employers.
3.	To interview and recruit learners onto the programme.
4.	To maintain the e-portfolio system in line with funding and group requirements, including reviews that are conducted in a timely manner and off the job records.
5.	To conduct assessments, including observations, in line with the awarding body and group requirements and support the IQA with SV visits. This includes preparation of learners for EPA and timely management of the EPA process.
6.	To develop appropriate assessment materials and resources for knowledge delivery.
7.	To deliver practical and related skills to maximise student learning.
8.	To support with the overall growth within the apprenticeship and group delivery.
9.	To provide appropriate individual guidance and support to learners and refer to specialist agencies where appropriate.
10.	Undertake any additional duties which may be required within the scope of the role.
11.	Ensure the groups Health and Safety policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
12.	Safeguard the health, well-being, and safety of the students and staff some of whom maybe classed as vulnerable people or adults. In the event of a risk to students or staff becoming apparent or if concerns arise about a vulnerable person’s welfare, to immediately report these concerns in line with the Safeguarding policy and procedure.

13.	To promote equality and diversity, ensuring equal opportunities for all students, staff and visitors.
14.	Adhere to the Prevent Duty, working to safeguard students from radicalisation and extremist influences by reporting concerns in line with the Safeguarding policy and procedure and promoting British values.

Method of working

Education Training Collective expects all staff to work effectively, both as individuals and as part of a team, delivering high quality education and support to students and staff. In doing so, the Group expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the Group plays in its various communities and specifically the relationships it has with schools, employers and other stakeholders. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the Group and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the Corporation and/or Chief Executive and Group Principal to meet changing circumstances. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.

I acknowledge receipt of the above job description, detailing the duties and responsibilities of this post and confirm my acceptance of them.

Signed:		Dated:	
Print name:			

Personal Specification

Personal attributes required	Essential (E) or Desirable (D)
Qualifications and Experience:	
Experienced in delivering apprenticeships in early years	E
Level 3 or above qualification in early years	E
English and Mathematics at Level 2 or above/equivalent	E
Assessor awards D32/33 or A1/2 or TAQA	D
Experience in delivering apprenticeships	D
Teaching qualification	D
Internal verification award or to be prepared to work towards	D
At least 2 years recent work experience in the relevant discipline and a thorough understanding of the working practices of that discipline	E
Experience of undertaking formal assessment in the workplace	D
Experience of assessing against apprenticeships or similar competence - based frameworks	D
Experience of using e-portfolio system	D
Knowledge, skills and abilities:	
Understanding of current working practices in the relevant discipline	E
Understanding of health and care qualifications and apprenticeship standards and assessment requirements	E
Ability to use IT to its maximum potential including the use of SMART assessor	D
Knowledge of appropriate apprenticeship standards	D
Knowledge of End Point Assessment	E
Ability to inspire and motivate others to achieve the highest personal and professional standards	E
Ability to work as a member of a team with the ability to lead as well as support to achieve positive outcomes	E
Ability to cope with the pressures inherent in the post, i.e. rapid pace of change and meeting demanding deadlines	E
Good oral and written communication skills	E
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	E
Ability to manage own workload	E
Good IT skills	E
Attitude & Behaviours	
Commitment to educational excellence	E
Motivation to work with children, young people and vulnerable adults	E
Emotional resilience with challenging behaviours	E

Other:	
Ability to travel	E