



## JOB DESCRIPTION

|                                |                                                 |
|--------------------------------|-------------------------------------------------|
| Job title:                     | Apprenticeship Trainer – Children’s Residential |
| 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 a range of apprenticeships across different levels within children residential.                                                                 |
| 2. | To manage a caseload of learners, organise workplace assessment visits and meetings with employers.                                                                                                                             |
| 3. | To interview and recruit learners on to programme.                                                                                                                                                                              |
| 4. | To maintain e-portfolio system in line with funding and college requirements, including reviews that are conducted in a timely manner and off the job records.                                                                  |
| 5. | To conduct assessments, including observations, in line with Awarding Body and College 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 college delivery.                                                                                                                                              |

|     |                                                                                                                                                                                                                                                                                                                                                    |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.  | To provide appropriate individual guidance and support to learners and refer to specialist agencies where appropriate.                                                                                                                                                                                                                             |
| 10. | 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. |
| 11. | To promote equality and diversity, ensuring equal opportunities for all students, staff and visitors.                                                                                                                                                                                                                                              |
| 12. | 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.                                                                                                                                      |
| 13. | Participate in annual appraisals and regular reviews of performance.                                                                                                                                                                                                                                                                               |
| 14. | To attend meetings as required, participate in appropriate staff development activities and undertake any personal development necessary to ensure effective performance in the role.                                                                                                                                                              |
| 15. | Undertake any additional duties that the line manager may require within the scope of the post.                                                                                                                                                                                                                                                    |
| 16. | Ensure that the College's Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.                                                                                                                                                                              |

## 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 College 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 College 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 College 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 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.*

|                    |  |               |  |
|--------------------|--|---------------|--|
| <b>Signed:</b>     |  | <b>Dated:</b> |  |
| <b>Print name:</b> |  |               |  |

## Personal Specification

| Personal attributes required                                                                                                                | Essential (E)<br>or<br>Desirable (D) |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Qualifications and Experience:</b>                                                                                                       |                                      |
| Experienced in delivering apprenticeships in health and care                                                                                | E                                    |
| Level 5 or above qualification in a relevant field of health and care                                                                       | E                                    |
| Assessor Awards D32/33 or A1/2 or TAQA                                                                                                      | E                                    |
| English and maths at level 2                                                                                                                | E                                    |
| 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 in that discipline | E                                    |
| Experience of undertaking formal assessment in the work place                                                                               | D                                    |
| Experience of assessing against apprenticeships or similar competence-based frameworks                                                      | D                                    |
| Experience of using an e-portfolio system                                                                                                   | D                                    |
| <b>Knowledge, skills and abilities:</b>                                                                                                     |                                      |
| Understanding and experience of current working practices in the relevant discipline                                                        | E                                    |
| Understanding of health and care qualifications and apprenticeship standards and assessment requirements                                    | E                                    |
| The 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                                    |
| <b>Attitude &amp; Behaviours</b>                                                                                                            |                                      |
| Commitment to educational excellence                                                                                                        | E                                    |

|                                                                      |   |
|----------------------------------------------------------------------|---|
| Motivation to work with children, young people and vulnerable adults | E |
| Emotional resilience with challenging behaviours                     | E |
| <b>Other:</b>                                                        |   |
| Full driving license and access to a reliable car                    | E |