

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

Job Title	Apprenticeship Skills Co-ordinator
Grade	Support Grade E
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	Carpentry and Joinery
Accountable to	Curriculum Manager

JOB PURPOSE

The post holder will be responsible for aspects of the apprenticeship provision within Carpentry and Joinery. You will coordinate and deliver the apprentice learner journey and support apprentices throughout their apprenticeship programme in line with the knowledge, skills and behaviour requirements set out in the apprenticeship standard to meet the specifications of Site, Bench and Furniture Manufacturing Standards.

You will be responsible for training and assessing of the apprentices towards the knowledge and skills set out within the standard assessment plan, this will involve on-site assessments and observations. 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 Construction, Automotive and Plumbing and will contribute to the effective and efficient organisation and delivery of the apprenticeship standards.
2. To provide a solid foundation to the apprentice's learner journey from initial application through to end point assessment, carrying out employer skills scans and starting point checks ensuring to secure alternative placement should the employer not be able to demonstrate the evidence needed and additional support should the apprentice require it.
3. Duties undertaken by the post holder may include but are not limited to the following:
 - Undertake an initial baseline assessment with the apprentice to identify the starting point of the learner journey and collate within the milestone document.
 - Create and maintain the Apprenticeship Learning Plan and milestone documents.
 - Assess the suitability of the employer to identify the most suitable apprenticeship standard and their appropriateness to deliver the required training and support to the apprentice throughout their apprenticeship.
 - Support the apprentice to achieve the knowledge, skills and behaviours set out within the apprenticeship standard through:

- Workplace delivery and onsite assessment of the knowledge, skills and behaviours within the Carpentry Standards
 - Organising and carrying out observations and assessments to underpin the knowledge, skills and behaviours within the standards
 - Recording and providing appropriate feedback to apprentices for portfolios following observations
 - Guiding, mentoring and tutoring to support apprentices
 - Reviewing progress against targets, ensuring the targets are relevant to both aspects of the program
- Support all apprentices and liaise with employers to innovatively plan, record and collect evidence of both on and off the job training to achieve their apprenticeship within the planned time frame.
 - Facilitate and undertake regular progress reviews with apprentices and employers to be reflective on skills gained and to set new smart targets to capture distance travelled towards knowledge, skills and behaviours of the relevant apprenticeship standard.
 - Maintain up to date records to track progress, achievement, performance and progression of each apprentice.
 - Assist and provide direction to the development of individual learning and action plans.
 - Provide highly effective support for apprentices and liaise with employers to ensure high-quality learning experience.
 - Work 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.
 - Contribute to the planning of the gateway and preparation for the end point assessment process by liaising with the employer, apprentice and curriculum team.
4. The post holder will undertake a range of administration duties in line with the duties identified in point 3.
 5. Involvement in quality improvement procedures including course and curriculum area reviews and keeping up-to-date registers and student records, collating data related to retention, achievement, and attendance and student progression.
 6. Attend and contribute to appropriate meetings.
 7. Contribute to apprentice interviews, promotional activities, open events, employer liaison and college events.
 8. Be flexible in terms of working hours to meet the needs of the business and employers.
 9. All staff are expected to contribute to curriculum and their own personal /professional development.
 10. Support the integration of innovative digital approaches to improve curriculum or corporate functions, ensuring services are enhanced and are efficient.
 11. Any other duties commensurate with the grade and status of the post.

GENERAL RESPONSIBILITIES

1. To promote the ASPIRE 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. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
6. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
7. Maintain awareness of emerging digital and AI developments and apply these appropriately to enhance professional practice relevant to role

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. This may include the adoption of new working practices, digital systems, and technology-enhanced or AI-supported approaches. 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.

BELONGING AND INCLUSION

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 Belonging and Inclusion. This will require staff to support the College's initiatives on Belonging and Inclusion 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 Belonging and Inclusion please contact a member of the HR team on 0191 375 4024. Alternatively if you wish for any support or assistance with regards to Belonging and Inclusion 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.

Telephone: +44(0) 191 375 4000
Email: help@newdur.ac.uk
www.newcollegedurham.ac.uk



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	✓	
Recognised vocational qualification in Carpentry to a Level 3 standard	1		✓
Up to date knowledge on the Carpentry industry	1	✓	
A1 Assessor Award	1		✓
V1 Award or equivalent	1		✓
Experience of managing a learner caseload	1, 2		✓
PGCE / CERT Ed or equivalent	1, 2		✓
Recent experience of working within an FE/ HE College or training provider assessing candidates	1, 2		✓
A working knowledge of assessing learners within the workplace setting and the 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*
A proven track record of being able to prioritise and organise own work	1, 2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	1, 2, 3	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	1, 2, 3	✓	
Demonstrate the ability to work effectively with others.	1, 2	✓	
A commitment to resolving problems and to improving own performance	1, 2, 3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers	1, 2, 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	1, 2, 3	✓	
Ability to demonstrate up-to-date practice in assessing, coaching, or training	1, 2		✓
Recent experience of supervising training within Carpentry	1, 2		✓
Confidence in using digital tools to support in the role	1 / 2 / 4	✓	
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.

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