



JOB DESCRIPTION

Job title:	Work Based Learning Co-Ordinator
Accountable to (line manager):	David Gardner
Scale:	H25-31 (£25893-£30933)
Workload:	FT 37 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.	Organise workplace assessment visits and meetings with employers
2.	To line manage assessors (WBL)
3.	Develop links with local employers
4.	To produce and monitor individual learning plans for students and contribute to their updating, so as to ensure their timely achievement
5.	To conduct work based assessments, internal verification and reviews in line with Awarding Body and College requirements
6.	Design flexible delivery to suit learners/employers needs
7.	To deliver practical and related skills to maximise student learning
8.	To carry out initial and diagnostic assessments
9.	To liaise with WBL Manager, assessors, employers, business development unit, where appropriate regarding learner progress etc.
10.	To ensure that assessors meet college requirements for Work Based Learning/Apprentice Framework/Standards
11.	Participate in annual appraisals and regular reviews of performance.
12.	Maintain appropriate tracking systems
13.	Adhere to college and awarding organisations quality assurance processes
14.	To co-ordination and support to WBL assessors within HCCE.
15.	To work alongside the Head of Department to drive the growth of WBL within HCCE.
16.	To interview and recruit learners on to programme
17.	To attend meetings as required, participate, in appropriate staff development activities and undertake personal development.
18.	Undertake any additional duties that the line manger may require within the scope of the post.

Method of working

Stockton Riverside College 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.

Signed:		Dated:	
Print name:			



Personal Specification

Personal attributes required	Essential (E) or Desirable (D)
Qualifications:	
Assessing qualification	E
Degree in the relevant area	D
Quality assurance qualification	E
GCSE English and Maths at grade A* - C or equivalent	E
Knowledge, skills and abilities:	
Experience in delivering and assessing an Health and Social Care/ Child Care environment	E
Experience of undertaking formal employee assessment in the work place	E
The ability to use IT effectively to support the role	E
A sound working knowledge of appropriate apprenticeship frameworks	E
Experience of flexible modelling and workplace delivery design	D
Experience of leading on QA process	E
Experience working with awarding bodies and external agencies	E
Experience assessing City and Guilds and CACHE qualifications	D
At least 2 years recent work experience in delivering Work Place Based Learning Programmes	D
Other:	
Ability to inspire and motivate others to achieve the highest personal and professional standards	E
Commitment to educational excellence	E
Ability to work as a member of a team with the ability to lead as well as support to achieve positive outcomes	E
Good oral and written communication skills	E
Responsive and flexible	E
Motivation to work with children, young people and vulnerable adults	E
A full UK Driving Licence	E
Excellent organisational skills	E