



New College Durham

## JOB DESCRIPTION

<b>Job Title:</b>	Apprenticeship Skills Co-ordinator in Business and Management
<b>Grade:</b>	Support Grade F
<b>Hours:</b>	37 hours per week (pro-rata)
<b>Location:</b>	Framwellgate Moor Campus
<b>Department:</b>	Business and Management
<b>Accountable to:</b>	Curriculum Manager / Head of School

### Job Purpose

The post holder will be responsible for aspects of the apprenticeship provision on business, management and professional courses from level 5 up to level 7. 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 Business, Management and Professional and will contribute to the effective and efficient organisation and delivery of apprenticeship frameworks and standards, including timely reviews and observations. The post holder will contribute to course administration and tracking of apprentice progress.
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 e-portfolio system to record all necessary aspects of delivery and progress, while providing appropriate e-portfolio support to apprentices and employers.
3. All staff are expected to contribute to 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 and these duties will extend to (but are not limited to) responsibility for:

- assessment of apprenticeship programmes 3 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 re 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;
  - 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;
  - 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. Be the lead person within the course team to oversee the planning and delivery of the off the job training;
  7. Act as an integral part of the course team to ensure all appropriate and accurate information is available to plan and deliver progress reviews;
  8. Contribute to the planning of the Gateway and End Point Assessment processes by liaising with the employer, apprentice and course team;
  9. To attend and contribute to appropriate meetings;
  10. Contributing to apprentice interviews, promotional activities, open events employer liaison and other College events;
  11. Be flexible in terms of working hours to meet the needs of the business and employers;

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.

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 Co-ordinator in Business and Management

Knowledge & Experience	Assessed by	Essential	Desirable*
English <b>and</b> Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent or willing to work towards**	1	✓	
Recognised Level 5 vocational qualification in Business, Management and Professional related area	1	✓	
Recognised Level 6 qualification in Business and Management or willing to work towards	1	✓	
Recent and relevant experience of working in a management role	1	✓	
Assessor award e.g. D32, D33 or A1	1		✓
Post graduate qualification in Business Management and Professional related subject, or willing to work towards	1	✓	
Internal verifier award e.g. D34, V1	1		✓
Experience of managing an apprentice caseload	1, 2	✓	
Teaching qualification at FENTO Level 3, or willing to work towards (e.g. CertEd or equivalent)	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	✓	
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 learners in person, by phone or by correspondence	1, 2, 3	✓	
Have sufficient IT skills to use e-portfolio and other IT software related to the role	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 including employer engagement	1, 2, 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	1, 2, 3	✓	
Suitable to work with young people and vulnerable groups	1, 2	✓	

\*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.

**Issue Date: April 2019**