

## JOB DESCRIPTION

<b>Job Title:</b>	Apprenticeship Skills Co-ordinator – Fire Services (Business Fire Safety)
<b>Grade:</b>	Support Grade E
<b>Hours:</b>	37 hours per week (pro rata)
<b>Location:</b>	Framwellgate Moor Campus
<b>Department:</b>	School of Health, Care and Public Services
<b>Accountable to:</b>	Head of School

### Job Purpose

The post holder will be responsible for supporting and assessing learners who are completing a Level 3 Business Fire Safety Apprenticeship. You will also support learners through Progress Reviews, giving information, advice and guidance and preparation for End Point Assessment.

### Key Result Areas

1. The post holder will be a member of the Apprenticeship team within the school of Health, Care and Public Services and will contribute to the effective and efficient organisation and delivery of Level 3 Apprenticeship qualifications. The post holder will contribute to course administration and tracking of learner progress.
2. All staff are expected to contribute to curriculum and their own personal/professional development.
3. Support Apprenticeship programmes of learning at Level 2 and 3, together with underpinning knowledge relevant to Fire Service Provision.
4. Support all learners with portfolio building and assessment preparation both in the workplace and at college.
5. Maintaining up to date records to track learner achievement, performance and progress.
6. Assisting with the development of Apprenticeship Learning and Action Plans
7. Supporting learners to achieve qualifications through:

- Organising and carrying out work based observations and assessments as required by specific programmes.
  - Recording and providing feedback to students.
  - Guiding and tutoring in support of students.
  - Reviewing progress against targets.
8. Keeping up-to-date registers and student records, related to retention, achievement, and attendance and student progression
  9. Working with employers from Fire Authority Providers to promote the Apprenticeship Programme and develop new business opportunities.
  10. Prepare students for external assessments in line with Awarding Body requirements.
  11. Support students and employers in preparation for End Point Assessment.
  12. To attend and contribute to school and standardisation meetings
  13. Contributing to student interviews, promotional activities, open events employer liaison and other College events.
  14. Be flexible in terms of working hours to meet the needs of the business and Employers in the Fire Authority sector.
  15. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
  16. 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 Fire Services

Knowledge & Experience	Assessed by	Essential	Desirable*
English <b>and</b> Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, <b>or</b> willing to work towards**	1	✓	
Business Fire Safety - Fire Service Related Qualification	1	✓	
A1 Assessor Award or equivalent	1	✓	
V1 Award or equivalent	1		✓
Experience of managing a learner caseload	1 / 2	✓	
Recent experience of working within an FE/HE College or training provider delivering apprenticeship provision	1 / 2	✓	
A working knowledge of assessing learners within the workplace setting and the educational establishment	2 / 3	✓	
Recent experience of improving learner success rates	1 / 2	✓	
Recent experience of supporting learners to achieve a successful result in external assessments	1 / 2	✓	
Skills	Assessed by	Essential	Desirable*
A proven track record of being able to prioritise and organise own work	2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	2 / 3	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	2 / 3	✓	
Demonstrate the ability to work effectively with others	2 / 3	✓	
A commitment to resolving problems and to improving own performance	2 / 3	✓	

Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers including employer engagement	2 / 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	2 / 3	✓	
Suitable to work with young people and vulnerable groups.	1 / 2	✓	
Demonstration of relevant practice in Fire Service-Related setting	1 / 2	✓	
Experience of supervising training within a Fire Service-Related setting	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 2020**