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##### South Staffordshire College

##### Job Description

**JOB TITLE:** Apprenticeship Practitioner - Engineering, Construction & AgriSTEM

**PAY POINT:** Competitive

**CONDITIONS OF SERVICE:** Business Support

**RESPONSIBLE TO:** Director of Faculty - Engineering, Construction & AgriSTEM

**LINE MANAGEMENT:** None

**LINKAGE:** College Leadership Team/External Stakeholders

***Regardless of a specific job title and role, for all employees at this College their primary role is:***

***‘To Help Learners Succeed’***

**JOB PROFILE**

As part of our expanding Engineering, Construction & AgriSTEM team you will be working with leading multi-national employers to develop bespoke training/apprenticeship programmes within College and out in the workplace.  
  
You will possess an excellent knowledge and understanding of Mechanical, Manufacturing, Fabrication and Welding, Maintenance and Electronic Engineering and be able to plan and use a range of effective and appropriate teaching and learning techniques in both classroom and workshop situations.  
  
To train, develop, support and assess apprentices working within an Engineering environment across a range of disciplines and levels. This will include, frameworks, standards and higher apprenticeships. Responsible for a caseload, ensuring timely achievement of all qualifications.

Purpose:

“*Transforming the life chances of our communities.”*

*Values:*

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

This post holder will contribute within the scope of their role to the development of South Staffordshire Colleges’ strategic aims and objectives. The post holder will work towards supporting the College’s Strategic Aims and Objectives, Operating Statements and Business Plans.

The post holder will ensure that the area of their accountability provides a high quality service that meets the learning needs of the domestic and business communities of Southern Staffordshire and beyond.

**Scope of Responsibilities**

* Provide induction, initial assessment to learners within Engineering, Construction & AgriSTEM learning programmes.
* Acting as an ambassador for South Staffordshire College with employers establishing the appropriate apprentice pathway and level.
* Train, Coach and Mentor towards successful timely completion and in preparation for end point assessment.
* Working with Awarding Bodies such as SEMTA, City and Guilds, Pearson from level 2 through to Degree level.
* Assessing apprentices in College and their workplace utilising the e-portfolio at all times to record and monitor progress and activity.
* Delivering prescribed inductions, offering advice and guidance, both initially and throughout the programme, including progression opportunities.
* Participating in the enrolment of the apprentice, including assisting the employer in recruitment if required.

**The priorities for the post holder at this time are to:**

Support Employer Engagement Leads in the successful achievement of learner qualifications to a high standard and to meet college and awarding body requirements.

**Specific Responsibilities**

* Conducting health and safety risk assessments with employers.
* Providing timely feedback, recorded through e-portfolio.
* Attending and participating in standardisation, team meetings and performance meetings as well as CPD activities relevant to the role.
* Co-ordinating activity between apprentices, employers, IQA’s, awarding bodies, exams department and teaching staff.
* Conducting apprentice reviews at regular intervals to ensure progress is being made towards qualification criteria, knowledge, skills and behaviours.
* Manage appropriate registrations and certification, ensuring employer input in line with expected organisational frequency.
* Carrying out all associated administration relevant to the role to include self-assessment.
* Endeavouring to maximise apprentice outcomes against end dates, including liaising with the IQA and Functional skills coordinator (if applicable)
* Embedding functional skills where appropriate.
* Where formal qualifications are not part of an apprenticeship, coaching and mentoring the apprentice to ensure progress against the standards are maintained in preparation for end test assessment.
* Participating in advice and marketing events to promote apprenticeships and the wider employer offer in addition to seeking further opportunities to maintain caseload.  
  In accordance with the College’s sales strategy, follow up all leads, maximise repeat business with existing employers, endeavouring to optimise individual caseloads as well as increasing wider college participation as appropriate to individual businesses.
* Negotiating employer offers within college guidelines in conjunction with Business Solutions.
* Supporting the college by participating in exam invigilation as and when required.
* South Staffordshire College actively promotes a ‘safeguarding staff, children and vulnerable adult’ culture. As such employees are expected to carry out their role and responsibility in relation to a child’s or vulnerable adults’ welfare and the welfare of their colleagues.
* Employees are expected to access child protection and PREVENT training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of its apprentices or staff, including apprentices aged 16 - 18. We are committed to ensuring that all employees are supported in respect to their safeguarding children, vulnerable adult and PREVENT duties.
* Work flexibly, undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College.
* Support and promote the College’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives.
* Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources.

**General Organisational responsibilities**

For all posts at the College there is a corporate objective of ensuring post holders have an understanding of organizational priorities and the nature of the college in relation to its business.

All support and academic staff contribute to the success of the organization and as such post holders will be provided with information about the college from their induction as a new employee and during their period of employment through issue of staff newsletters, information on the intranet and from the internal communications that exist.

The following is an indication of the corporate areas and activities the College would like all postholders to have an awareness of and understanding. Some activities will be more specifically relevant to some roles than others.

1. **Purpose**

* To make a contribution to the creation and maintenance of an ethos and inclusive culture of high quality and continuous improvement to develop the College to be the major provider of learning, education and training for the communities it serves across Southern Staffordshire and beyond.
* To make a contribution to the creation of a single responsive college that will provide easy access to a range of outstanding provision for adults, young people and businesses, whilst promoting social inclusion and supporting economic prosperity for stakeholders within Southern Staffordshire and beyond.
* To make a significant contribution to the creation and maintenance of an ethos that promotes equality of opportunity for both staff and students.

1. **Key Awareness in relation to:**

**Governance and Management**

* To be aware of the strategic planning processes within the College set by the Board

**Academic and Business Development**

* To be aware of the academic and vocational provision and business development of the college and of the development of ‘e-learning’ to facilitate new methods of teaching and learning
* To be aware of the development of student support processes and procedures that ensure that all learners have effective tutorial support, ensure their additional support needs are met and have access to appropriate enrichment activities

**Quality Management**

* To be aware of corporate strategies, systems, policies and procedures

**Human Resource Management**

* To be aware of the College’s commitment to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.

**Physical and Financial Resource Management**

* To be aware of the Financial Memorandum and the College’s Financial Regulations and Procedures
* To be aware of the College Estate Strategy to ensure the accommodation meets the evolving needs of learners
* To be aware of the effective management of risk through the implementation and monitoring of related policies and procedures
* To support the College in implementation of health, safety and security policies, which provide a welcoming and safe learning environment in all College premises and campuses

**External Links and Partnerships**

* To be aware of the College’s commitment to strengthen supportive partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate government departments
* To be able to support the college in its commitment to develop a dynamic, innovative and entrepreneurial culture

**Marketing and Recruitment of students**

* Contribute and support the College’s marketing activities in order to achieve recruitment targets.
* Support the College in its enrolment process

**Support for Students**

* To be aware of the range of services available for supporting learners’ financial, personal and emotional needs, and lines of referral.
* To be aware of the additional learning support provision available to support individual learners’ needs and lines of referral

**Sustainable Development**

South Staffordshire College is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the College, our stakeholders and the wider community. Details of policy, information and the staff development supporting the policyon environmental sustainability will be promoted through the website and various College communication channels

1. **Other Duties**

* To support where appropriate the preparation for and during the inspection period
* To undertake such other duties as your Line Manager may, from time to time, determine in consultation with the post holder to ensure the continued existence viability and progress of the college

**2025 Behaviours**

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

This specification is current at June 2018 and is representative of the range of duties/responsibilities expected of the post. The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by your Line Manager

The general organizational responsibilities may change from time to time to reflect organizational developments and/or further education related issues



**Person Specification: Apprenticeship Practitioner - Engineering, Construction & AgriSTEM**

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| Criteria | Essential | Desirable |
| Qualifications & Knowledge | Sector related qualification equivalent to level 3 or higher  Level 2 English and maths qualification to facilitate embedding practice | QCF NVQ Level 3 Assessor Certificate in Assessing Vocational Achievement (or equivalent)  Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (or equivalent)  Coaching and Mentoring qualification  A keen interest in flexible and distance learning delivery systems  Teacher training qualification or be willing to work towards |
| Skills | The ability to work as a member of a team  Computer literate  Ability to embed functional skills  The ability to organise own workload  Communicate effectively at all levels to include apprentices, colleagues and employers  Accurate report writing and record keeping | Experience of selling/marketing  Experience of negotiating  Flexibility, adaptability and the ability to act upon your own initiative |
| Experience | Minimum of 5 years occupational experience  Demonstrable experience of promoting equality and diversity | Experience of an electronic portfolio  Management experience |
| Special working requirements | Full driving licence and access to a vehicle  A commitment to ensuring the safeguarding and welfare of children and vulnerable adults at South Staffordshire College  Flexible working to accommodate training outside of traditional terms times and days with suitable notice | A flexible approach to all aspects of working life |
| Safeguarding | Ability to form and maintain appropriate relationships and personal boundaries in an environment with children and young people.  Emotional resilience in working with challenging behaviours.  Enhanced DBS Clearance  Motivation to work in an environment with children and young people.  Willingness to use authority and maintain discipline in an educational environment. | · |