

Job Description

Apprenticeship Specialist Trainer

Role Overview

Job Title: Apprenticeship Specialist Trainer

Grade: EC6 - £29,299 - £31,002

Contract Hours: 0.4FTE - 14.8Hrs per week

Contract: Permanent

Department: Apprenticeship & Future Skills

Responsible to: Apprenticeship Learning Support Team Lead

Key role objectives

As an Apprenticeship Learning Support Specialist, you will play a vital role in ensuring Apprentices receive the tailored support they need to succeed. You will work closely with Apprentices, tutors, and employer partners to break down barriers to learning, ensuring that all Apprentices—including those with additional learning needs—can achieve their qualifications and reach their full potential.

Your work will involve providing targeted educational support, particularly in English and Maths functional skills, both at college and in workplace settings. You will also collaborate with faculty staff to deliver high-quality support, track learner progress, and contribute to an inclusive and effective learning environment.

Main Duties:

- Provide specialist support for Apprentices when referred for Additional Support in liaison with Skills Officers and other Faculty staff
- Work with the EHCP Coordinator to meet the requirements of learners with an EHCP.
- Identify Additional Needs & learning difficulties through the use of appropriate assessment and diagnostic tools
- Plan and deliver English & Maths functional skills to cohorts of Apprentices that may not attend college as part of their Apprenticeship Programme. Ensure all appropriate process and procedures are adhered to.
- Prepare and deliver a specialist Learning Support ILP for each Apprentice allocated to your caseload via 1:1 sessions; group work; in class support and support in the workplace; which is relevant to the Apprentice's programme of study and aligned with the priorities identified by faculty staff;
- Maintain accurate records of progress of all Apprentices receiving Additional Learning Support, ensuring that the student record & ILP is fully up to date at all times
- Provide specialist support at events and ensure that all Apprentices with previously identified Additional Learning / Social Support needs are assessed and referred as appropriate
- Ensure the college outlook calendar reflects activity undertaken each week
- Provide ongoing assessment and feedback to Apprentices, setting and marking work both relevant and appropriate to the learning/support needs and goals.
- Ensure faculty staff and employers have up to date and relevant progress information for teaching and workplace observations and reviews
- Monitor Apprentice attendance at Additional Support sessions and ensure the MIS system maintains accurate attendance records. Report absences to the relevant Skills Officer and Tutor within 24 hours
- Contribute to the maintenance of an effective, efficient and professional learning environment
- Act as an invigilator if required for Exams carried out by the college.

- Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added
- Participate in appropriate quality assurance procedures including collection and analysis of learner and tutor feedback and observations of teaching and learning practice, in line with the college Quality Assurance procedures
- Create a teaching, learning and working environment in which discrimination, in any form, is understood to be unacceptable
- Be responsible for safeguarding and promoting the welfare of students.
- Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.
- Be proactive in maintaining own professional Development

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Responsibility for promoting equality of opportunity and access to all,
3. Participation in training as required.

March 2025: This job description is current at the above date.

In consultation with the post holder the position is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Experience

(A) = Assessed at application. (I) = Assessed at interview

(A/I) = Assessed at application and interview

Essential Criteria:

Experience of supporting learners with additional needs and / or functional skills (A)

Experience of personalised support programmes (A)

Desirable Criteria:

Experience of work-based learning programmes (A)

Skills and Abilities

Essential Criteria:

Good written and verbal communication, and organisational skills (I/A)

Competency in **IT skills**, including Microsoft Office, Outlook, and online learning platforms (e.g., Teams) (A)

Possess highly developed communication and interpersonal skills with the ability to work effectively across multiple teams. (I)

Desirable

Demonstrate problem solving skills and attention to detail (I)

Qualifications

Essential Criteria

GCSE's Grade 4/C or equivalent including English and maths (A)

Teaching qualification, or willingness to undertake (if not held, L3 Educational Award should be obtained within the first 6 months of starting in post) (A)

Desirable

Qualification to teach/support Numeracy or Literacy (Level 3 or 4).

Full driving licence (No more than 6 points) or willingness to undertake (A)

Personal Qualities

Essential Criteria

Can demonstrate adaptability, flexibility and resilience (I)

Proactive team player, enthusiastic and friendly (A/I)

Mandatory Requirement(s)

Essential Criteria

Commitment to safeguarding and promoting the welfare of children and vulnerable adults at Exeter College (I)

Commitment to equality, diversity and inclusion (I)

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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