

# Job Description

## Apprenticeship Learning Support Specialist

### Role Overview

**Job Title:** Apprenticeship Learning Support Specialist

**Grade:** EC 6

**Contact Hours:** 37 Hours per week

**Contract:** Permanent

**Department:** Apprenticeships & Future Skills

**Responsible to:** Director of Apprenticeships

### 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 success, ensuring that all Apprentices, including those with SEND, neurodiverse profiles, EHCPs and Care Experienced, can achieve and reach their full potential. This includes Functional Skills support and ensuring a high-quality, tailored learning experience, fostering a culture of inclusion, equity and belonging that supports achievement and progression.

You will ensure the delivery of proactive coaching, academic intervention, and wellbeing support across apprenticeship pathways, in line with college values, Ofsted expectations, and DfE funding requirements.

Your work will provide targeted educational support, particularly in 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 tailored one-to-one and group support, ensuring timely interventions for Apprentices with a range of support needs.
- Plan and deliver functional skills (English / Maths) across college, online, and in workplace settings, using a variety of teaching strategies.
- Develop and implement Individual Support Plans (ISP), aligning support with Apprentices' qualifications, workplace requirements, and personal goals.
- Use diagnostic assessments to identify areas of need and provide targeted support.
- Maintain accurate records of Apprentice progress, attendance, and interventions, ensuring compliance with funding and quality requirements.
- Provide regular feedback to Apprentices, faculty staff, and employers to support workplace reviews and vocational achievement, addressing concerns promptly and ensuring appropriate follow-up.
- Work within the Apprenticeship Team and across college faculties to ensure effective learning support and apprentice success.
- Liaise with curriculum staff and employers to support the development of knowledge, skills, and behaviours needed for End Point Assessment success.

- Contribute to college quality assurance processes, including feedback collection, teaching observations, and curriculum development.
- Ensure that resources, materials, and activities reflect best practices and contribute to the quality of apprenticeship provision.
- Foster a safe, inclusive, and person-centred learning environment, ensuring all Apprentices feel supported and challenged to achieve their potential.
- Demonstrate agility and ambition in your approach, pushing boundaries to deliver the best outcomes for Apprentices.
- Take responsibility for safeguarding and promoting well-being, embedding the college's values of Ambition, Energy, and Collaboration in all aspects of the role.

## General

- Collaborate with Department Management Group to identify best practice initiatives and opportunities.
- Engage in ongoing professional development and college-wide training initiatives.
- Support wider departmental or organisational initiatives as required, which may include involvement in related projects aligned with adult education, workforce development, or employer engagement.
- Work flexibly and creatively to respond to changing team and learner needs

## 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.

July 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

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(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 support with maths (A)

Experience of work-based learning programmes (A)

## Skills and Abilities

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### 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

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### 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 (Level 3 or 4).

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

## Personal Qualities

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### Essential Criteria

Can demonstrate adaptability, flexibility and resilience (I)

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

## Mandatory Requirement(s)

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### 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



[exe-coll.ac.uk](http://exe-coll.ac.uk)

