THE TRAFFORD COLLEGE GROUP

**Job Description**

**JOB TITLE:** Achievement Measurement 2 (AM2) Centre Coordinator

**REPORTS TO:** Apprenticeships and Business Development Manager Building Services (inc ACS/AM2)

**RESPONSIBLE FOR:** AM2Trainer / Assessors

**AREA** Employer Responsive Directorate

**GRADE/SALARY**: Competitive

**Our Vision**

“Unlocking potential, fostering success”

Through its innovative approach to learning and exceptional engagement with business, The Trafford College Group prepares learners for success in work and life.

**OUR VALUES**

Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

**JOB PURPOSE:**

To develop, prepare and maintain a safe, robust and secure induction and assessment programme that maximises occupancy of the AM2 Centre and AM2 Training Centre in line with NET requirements.

Work with external parties, assisting with industry events and responding to stakeholder requests.

Lead, line manage and support a group of AM2 and electro-technical apprentice trainers and assessors

**KEY ACCOUNTABILITIES:**

1. Ensure the AM2 Centre and AM2 Training Centre delivers high standards of learner and employer satisfaction against agreed KPIs

1. Ensuring all health & safety and safeguarding requirements are effectively in place in line with College policy and regulatory bodies
2. Ensure NET rules and regulations are adhered to at all times

**KEY RESPONSIBILITIES:**

**Leadership of People**

1. To be responsible for the Assessor / Training team within AM2 and electro-technical apprenticeships, motivating and coaching staff to achieve, improve and develop to their full potential.
2. To appraise staff ensuring training needs are identified, effective feedback is given and underperformance is addressed.
3. To undertake/ensure that Human Resource processes and procedures are implemented including recruitment and selection, absence management, probation and induction ensuring the delivery of an efficient AM2 centre meets the needs of learners and employers.
4. To ensure that effective communication takes place across the curriculum area, good practice is shared, problems are raised and solutions identified.
5. To work with the Trainer / Assessors to determine the delivery programme, work load, annual leave and associated duties of staff ensuring effective staff management and staff utilisation.

**Quality and Curriculum Improvement**

1. To coordinate the AM2 Test Centre and electro-technical apprenticeships ensuring we meet the requirements of NET and abide by their policies and procedures.
2. To carry out candidate assessments and examinations as detailed in the guidelines defined by NET.
3. To be a NET accredited assessor and be conversant with the Examiner’s Manual.

1. To accurately maintain candidate details, administration of assessment and other records. To carry out all administration as detailed by NET.
2. To manage the stock and purchasing of materials for the Test Centre.
3. Providing returns and documentation as necessary.
4. To maintain close contact and develop relationships with employers, appropriate agencies and organisations.

1. To ensure that data is timely, accurate and complete and used effectively within the Team to identify and plan improvement.

**Curriculum Development, management and delivery**

1. Contribute to an annual business plan that will deliver the strategic aims and objectives of the AM2 Centre, electro-technical apprenticeships and its stakeholders.
2. Assist your Manager in meeting recruitment targets, financial performance measures and contribution ratios.
3. To work closely with the Trainer / Assessors to ensure the learner experiences high quality and utilises best practice.
4. To maintain strong working links with employers and external stakeholders, awarding bodies and professional organisations.
5. To respond to customer enquiries and provide advice as necessary

**Physical/Financial Resources**

1. To assist you Manager in drawing up income and expenditure budgets for the AM2 Centre and electro-technical apprenticeships.

1. To be responsible for the approval of timesheets/training schedules ensuring the information is accurate, HR is notified and the correct payments to staff are made.
2. To contribute to the delivery of income targets and ensure that the AM2 Centre’s activities maximise cost efficiency and income.
3. Ensure the team meets health and safety requirements, undertakes appropriate health and safety risk assessments and reports any issues to the Health and Safety advisor as required.

**General**

1. To be committed to the safeguarding and wellbeing of learners.
2. To comply with the requirements of the college’s Equality & Diversity Policy and promote equality & diversity at all times.

1. To comply with the requirements of the Health and Safety at Work Act 1974 and fulfil your duties in accordance with the college’s Health & Safety Policy and procedures.
2. To undertake risk assessments and comply with the college’s risk management audit requirements.
3. Be committed to personal professional/vocational development and participate in the college’s appraisal process and training and development activities as required.
4. To undertake such other duties that may be reasonably required by the Principal commensurate with grade.

**Equality and Diversity:**

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults:**

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**PERSON SPECIFICATION** **– Achievement Measurement 2 (AM2) Centre Coordinator**

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| **Attributes** | **Essential** | **Desirable** |
| **Values and Behaviours** | | |
| Be **bold** in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential |  |  |
| Be **ambitious** for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do. | ✓ |  |
| Show **respect** for all those that we meet on our journey through life |  |  |
| **Collaborate** through effective and supportive **teamwork** |  |  |
| Demonstrate a **professional** attitude at all times |  |  |
| **Qualifications** | | |
| NVQ Level 3 installing and commissioning electrical systems and equipment or City and Guilds 2360 Part 1 and 2 certificates or equivalent. |  |  |
| Relevant industry experience subsequent to the completion of the relevant NVQ Level 3. |  |  |
| Relevant qualification relating to knowledge and understanding of the current edition of the BS7671 IET Requirements for Electrical Installations. |  |  |
| Level 3 Certificate in Inspection, Testing and Certification of Electrical Installations (2391, 2394 and 2395 or equivalent). |  |  |
| JIB Gold Card. |  |  |
| NET registered. |  |  |
| Relevant assessor qualification. |  |  |
| Relevant verifier qualification or a willingness to work towards attaining the qualification. |  |  |
| Literacy and numeracy qualifications (Level 2 or above). |  |  |
| An un-expired First Aid at Work qualification and recognised H&S qualification (e.g. IOSH Managing Safety). |  |  |
| Teaching qualification (PTTLS, CTTLS, DTLLS, PGCE, CertEd). |  |  |
| **Experience, Knowledge and Skills** | | |
| Have current up to date NET assessment training and have experience of the management of AM2 assessment and candidate scheduling. |  |  |
| Proven and demonstrable knowledge of the AM2 assessment equipment, material and accessories. |  |  |
| Proven and demonstrable knowledge of the AM2 assessment licensing, guidance and assessment records. |  |  |
| Knowledge in the use of One File or be willing to attend training to upskill knowledge and the effective use of this resource. |  |  |
| Experience and evidence of planning and delivering assessments to meet learners needs |  |  |
| Experience and evidence of assessing learners’ starting points and monitoring their progress whilst tailoring tasks to be sufficiently challenging to ensure they perform to their maximum potential |  |  |
| The ability to develop positive, supportive and coaching relationships with staff and learners ensuring timely feedback where appropriate |  |  |
| Empathy and the ability to recognise the different needs of others and commitment to want to meet those needs. | ✓ |  |
| Evidence of an interest in learners and a commitment to support them to achieve their potential | ✓ |  |
| Ability to be identify, listen and be responsive to employer needs |  |  |
| Self-confidence and an ability to tenaciously challenge under performance |  |  |
| The ability to performance manage a Team ensuring that they deliver their objectives. |  |  |
| Evidence of taking advantage of opportunities to improve services, build apprenticeship streams and foster new relationships |  |  |
| Awareness and understanding of contemporary development in education and training, especially Apprenticeships and work based training |  |  |
| Track record of developing full-cost commercial programmes |  |  |
| Strong leadership skills demonstrating an imaginative approach to resolving problems |  |  |
| Ability to design and implement a service that will meet the needs of both the group and the employers in the Manchester region. |  |  |
| Evidence of continued professional development within the subject area/curriculum field the post relates to. |  |  |
| Full driving licence and use of own car |  |  |
| A demonstrable commitment to safeguarding and promoting the welfare of children |  |  |