



JOB DESCRIPTION

Oldham College

Job Title:	Apprenticeship Progress Facilitator		
Department:	Apprenticeships	Job Ref:	
Grade:	Up to £32,730.96	Position Type:	
Responsible to:	Team Leader for Construction	Responsible for:	

Job Description

Main Purpose of Role

To play a pivotal role in advancing the success of the Construction Division, with a particular focus on fostering exceptional student achievements in both Vocational subjects and subsequent career pathways. This position will work closely with the Team Leader to enhance support for apprentices in mastering the knowledge, skills, and behaviors mandated by apprenticeship standards. A dynamic and creative approach is essential for this role, offering an exciting career path for continuous learning and development while empowering others to do the same.

Main Duties and Responsibilities

- To identify and execute tailored support strategies for learners, fostering transparent communication with learners, subject teachers, parents, guardians, and employers.
- Planning, delivering, and evaluating underpinning knowledge and work-based learning, tracking overall progress for each apprentice.
- Providing coaching and facilitating skills support to ensure successful completion of End-Point Assessment (EPA).
- Conducting tripartite reviews with the apprentice's line manager and the apprentice as necessary for EPA success.
- Managing an assigned caseload and ensuring performance targets are achieved.
- Offering pastoral support to apprentices, advising on matters like mitigating circumstances and extensions.
- Identifying additional learning needs and directing apprentices to specialist support as required.
- Vigorously monitoring and supporting learner progress through thorough analysis of tracking data and the implementation and review of targeted action plans.
- Proactively fostering relationships with assessors and tutors to provide comprehensive support for all apprentices.
- Collaborating purposefully with the management team to ensure learner success and identify emerging trends.

- Establishing strong rapport with employers and apprentices.
- Supporting smooth student transitions at various stages, from school to College and beyond.
- Providing guidance on course selection and ambitious next steps.
- Referring learners to appropriate support services and liaising with external agencies as needed.
- Ensuring full compliance with key policies across the sector and College, including Equality, Health and Safety, and Safeguarding.
- Fulfilling other duties as reasonably required

Account Management

- Act as account manager, liaising with employers and delivery teams to ensure high standards are achieved and providing a full management service, growing the account organically and building on relationships to ensure sustainability and longevity.
- Initiate, develop and manage customer relationships with employers, in line with the sector strategy, maintaining an up to date knowledge of sector developments with an in-depth knowledge of Standards.
- Develop positive internal relationships and improve communication channels with college staff and assessors to ensure that prospective clients at all levels are 'serviced' effectively.
- Ensure agreed customer service standards are achieved and the desired image and identity of the College are upheld at all times.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the

College.

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College'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.
- 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.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. 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. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Lisa Liddy	Date:	05/03/24
Reviewed By:		Date:	
Reviewed By:		Date:	

PERSON SPECIFICATION
POST: Business Development Executive

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short listing criteria, all other criteria will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	<u>Evidence Required</u>
DESIRABLE:	
Higher degree or equivalent professional qualifications.	*
ESSENTIAL:	
GCSE maths and English grade C or above	*
Evidence of continuing professional development and/or a track record in research.	*
<u>Skills, Knowledge & Experience</u>	
ESSENTIAL:	
Building and sustaining effective and successful working relationships with employers and apprentices	*
Excellent communication and interpersonal skills, with experience of effective liaison and communication with external organisations	*
Knowledge of current issues in apprenticeships, particularly in relation to Construction	*
Appropriate working knowledge of Microsoft Word, Excel and PowerPoint	*
Experience of delivering pastoral support	*
Knowledge of assessment procedures in work-based learning including construction apprenticeships	*
<u>Attitude & Motivation</u>	
ESSENTIAL:	
Enthusiasm, vision, drive, adaptability and resilience.	*
Able to demonstrate a passionate approach to the student experience.	*
Able to lead by example in promoting the college's vision and holding high expectations of self, staff and learners.	*

Able to use creativity and imagination to anticipate and solve problems.	*
Ability to work under pressure and to prioritise workload.	*
A “can-do” approach focused on achievement and continuous improvement.	*
Able to think strategically and work in collaboration with others towards strategic goals.	*
<u>Other Work Related Requirements</u>	
ESSENTIAL:	
Able to work flexibly to meet the needs of the organisation.	*