

Job Title: **Apprentice Skills Coach in Electrical Installation**

Responsible to: **Head of Work Based Learning**

Scale: **Assessors**

1. Job Purpose

1.1 To deliver training, assessment and quality assurance of the college's work based learning programmes. In line with the college's Apprenticeship Strategy, contribute to high quality, employer focused provision that maximises opportunities for learners to achieve and progress into sustained employment and promotion.

2. Key Responsibilities

- 2.1 Provide training and assessment at work and off the job, to enable learners to develop their knowledge, skills and behaviours and make good progress in their apprenticeship or other qualifications.
- 2.2 Where caseload numbers permit, work flexibly and contribute to delivery of off the job training. This may include some practical instruction and student assessment and or other related activities where business needs dictate.
- 2.3 Ensure learners successfully complete and achieve qualifications and apprenticeship frameworks or standards.
- 2.4 Manage, monitor and track the delivery of training, assessment and quality assurance for your own apprenticeship caseload (maximum 40)
- 2.5 Support the implementation of internal quality assurance (IQA) processes where appropriate.
- 2.6 Complete regular monitoring and reviews of learners' progress in partnership with teachers and employers and in accordance with college policy and contractual agreements.
- 2.7 Develop appropriate relationships with employers, identifying employment and apprenticeship opportunities that support the growth of the college provision.
- 2.8 Contribute to marketing and promotional activities to recruit new learners including attendance at marketing events where appropriate.
- 2.9 Liaise with relevant employers and teachers to ensure that new learners are inducted and guided into their agreed training plan, and can achieve their objectives as efficiently and effectively as possible.
- 2.10 Accurately maintain records and documentation necessary for audit, quality assurance and key performance indicators.
- 2.11 Comply with the safeguarding policy and procedure in addition to the safeguarding responsibilities within the scope of this role, ensuring any safeguarding concerns are referred immediately.
- 2.12 Maintain continuous professional development in the context of the relevant industry sector and in line with awarding organisations' requirements and college policy.
- 2.13 Ensure Health and Safety policies and regulations are adhered to.

- 2.14 Implement the College's Equal Opportunities Policy and assist in ensuring that an appropriate policy is implemented by employers.
- 2.15 Liaise with appropriate College staff as necessary to ensure the effective use of College resources to achieve its mission, and to ensure the smooth and effective running of the College.
- 2.16 Participate in the College appraisal scheme to agree objectives with a line manager and ensure they are achieved.
- 2.17 Undertake such other duties as may be reasonably required of the post-holder.

3. Specific Duties

- 3.1 Coordinate off and on the job training activities with employers where appropriate. Adapt assessment/ resources/materials to meet individual learner needs.
- 3.2 provide professional support and guidance to learners, parents, employers and other external parties where appropriate.
- 3.3 Carry out learner induction into the college and/or workplace including Health and safety awareness.

4. General Duties

- 4.1 Maintain records that support the learning experience.
- 4.2 Contribute to curriculum development activities where applicable.
- 4.3 Contribute to the Quality Assurance process through curriculum validations, audits, inspections, self-assessment, and quality improvement plans.
- 4.4 Work within agreed targets/objectives

5. Budget Responsibility

- 5.1 The post holder **is not** a budget holder under the College's accounting systems. However, the post holder will be required to observe and comply with the financial regulations of Tameside College at all times.

6. Continuing Professional Development

- 6.1 The post holder will proactively take part in the College's Appraisal process.
- 6.2 The post holder will be expected to attend training and continuous professional development events and be responsible for their own professional updating.

7. Health and Safety

- 7.1 The post holder will be required:
 - To take reasonable care to safeguard their own safety and that of others with whom they work;
 - To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
 - Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
 - To report immediately any defects in plant, equipment or the working environment

8. Equality and Diversity

Tameside College is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.

9 Values

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Excellence Through Learning
 - It's my responsibility
 - Work together
 - Act with integrity

- Value and respect each other

10. Safeguarding Children and Vulnerable Adults

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

11. College Policies and Procedures

All staff are required to comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via staff intranet

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Signed: (Principal)

Date:.....

Signed: (Post holder)

Date:.....

PERSON SPECIFICATION

Post Title: Apprentice Skills Coach in Electrical Installation

	Minimum Essential Attributes	Desirable Attributes	Method of Assessment
1. Skills	<ul style="list-style-type: none"> • Ability to assess student skill and competence • Ability to provide pastoral and tutorial support to students • Good communication skills • Effective planning and organisational skills • Ability to prioritise workloads and work to deadlines • Good administrative skills • Ability to work flexibly as part of a team • IT Skills • Current driving licence and use of a vehicle 	<ul style="list-style-type: none"> • Ability to instruct in a workshop environment across a mixed range of levels, modes and abilities 	Interview/Application Form/Reference
2. Knowledge	<ul style="list-style-type: none"> • Knowledge of relevant subject related occupations • Understanding of industry/occupational standards and/or Apprenticeship Standards • Work based assessment • Knowledge of Health and Safety legislation within the industry 	<ul style="list-style-type: none"> • Apprenticeship frameworks • Health & Safety regarding employer’s premises • Understanding of Key Skills 	Interview/Application Form
3. Experience	<ul style="list-style-type: none"> • Substantial relevant occupational experience • Recent industrial experience in relevant occupation • Providing advice and guidance • Experience of dealing with the training needs of learners • Involvement in supporting learners through a range of methodologies • Liaison with companies, industry, training providers. 	<ul style="list-style-type: none"> • Assessing student’s skills and competence • Recent employment in a training/assessor role 	Interview/Application Form
4. Qualifications, Training etc. (if any)	<ul style="list-style-type: none"> • Assessor qualification (A1, TAQA, D32) • Evidence of attainment at level 2 in English and Maths. • NVQ Level 3 Electrical Installation 	<ul style="list-style-type: none"> • Internal verifier award (D34 or V1) • Health & Safety qualification 	Application Form

		<ul style="list-style-type: none"> • Level 4 qualification in relevant subject area • Teaching Qualification at level 3 or willing to achieve within 12 months. 	
5. Work Related Circumstances	<ul style="list-style-type: none"> • Willing to undertake any training relevant to the requirements of the post. • Willing to demonstrate commitment to the demands of the post through regular and punctual attendance. • Willing to undertake first aid training and duties as necessary 		References/Interview
6. Equal Opportunities	<ul style="list-style-type: none"> • Willing to implement College Equal Opportunities Policies. 	.	To be assessed at interview.
7. Safeguarding	<ul style="list-style-type: none"> • Willing to take responsibility for promoting and safeguarding the welfare of children and your persons that you will be responsible for, or come into contact with 		To be assessed at interview