

# Job Specification

## Apprenticeship Practitioner

### Apprenticeship Team – Plumbing

<b>Responsible to:</b>	Apprenticeship Business Manager Construction and Technical Trades
<b>Responsible for:</b>	N/A
<b>Grade of post:</b>	Grade 6 - 9, SP23 to SP34 (Plus market supplement for exceptional candidates)
<b>Hours of work:</b>	37 hours
<b>Work location:</b>	Rodbaston
<b>Code:</b>	HR22223-021B

#### Job Purpose:

As part of our Apprenticeship Team, you will take full responsibility for maintaining a full caseload of apprentices and the overall delivery of the standards from the start of the apprentice journey to preparing them for end point assessment and be required to train, develop, support, and assess apprentices enrolled on a subject Standard working within a variety of organisations.

You will be responsible for classroom delivery of a plumbing managed learning programme and/or facilitate training in the workplace, ensuring timely achievement of any qualifications required by a particular standard or employer. You will be responsible for the delivery planning of the whole apprenticeship standard and be able to plan and use a range of effective and appropriate teaching and learning techniques in both classroom and workshop situations for the subject.

You will be qualified to at least level 3 in your subject sector area or if required to deliver higher apprenticeships be qualified to at least one level above what you are delivering.

#### Key Duties & Responsibilities

1. To deliver inspiring, innovative, and differentiated lessons to a diverse range of apprentices on an appropriate range of courses including preparation and marking of apprentices' work.
2. Support apprentices towards successful timely completion and liaise with relevant internal departments such as exams, and MIS and with external organisations such as awarding organisations in preparation for end point assessment or EQA visits.
3. To participate in activities concerning improvements in the quality of provision such as IQA, or the effectiveness of teaching and learning and assessment methods.

4. Assess apprentices in college and their workplace utilising the Smart Assessor e-portfolio to record and monitor progress and activity, and where appropriate to participate in internal quality assurance of others' assessed work.
5. Participate in the enrolment of the apprentice, including assisting the employer in recruitment if required.
6. Acting as an ambassador for South Staffordshire College with employers establishing the appropriate apprentice pathway and level.

#### **Other Duties and Responsibilities**

- To carry out all duties in accordance with the College's Health and Safety, Safeguarding & Equality & Diversity policies and procedures, practices and procedures.
- To carry out any other duties as directed by your Line Manager.

**The College considers that the job holder for this role should have a DBS Enhanced with Child Workforce disclosure.**

#### **Duties and responsibilities of the role:**

Communication – Oral and written	<ul style="list-style-type: none"> <li>• Excellent and effective communication skills are required to successfully keep both apprentice and employer appraised of progress</li> <li>• Providing timely feedback, recorded through e-portfolio.</li> <li>• Co-ordinating activity between apprentices, employers, IQA's, awarding bodies, exams department and teaching staff.</li> <li>• Conducting apprentice reviews at regular intervals to ensure progress is being made towards qualification criteria, knowledge, skills, and behaviours.</li> <li>• Manage appropriate registrations and certification, ensuring employer input in line with expected organisational frequency.</li> <li>• Carrying out all associated administration relevant to the role to include self-assessment.</li> </ul>
Teamwork & Motivation – internal or external, can be fixed, matrix, project groups	<ul style="list-style-type: none"> <li>• Working within the team and having the ability to work on projects and support curriculum plan in year and for subsequent years.</li> <li>• Attending and participating in standardisation, team meetings and performance meetings as well as CPD activities relevant to the role.</li> </ul>
Liaison & Networking – Liaison is making and maintaining individual work-related contacts; network is interconnecting group of people (internal and/or external)	<ul style="list-style-type: none"> <li>• Networking with essential partners, including, employers, key stakeholders, cross college curriculum and support departments, and parents in order to grow curriculum and ensure all apprentices reach their potential.</li> <li>• Participating in advice and marketing events to promote apprenticeships and the wider employer offer</li> </ul>

	<p>in addition to seeking further opportunities to maintain caseload.</p> <ul style="list-style-type: none"> <li>• In accordance with the College's sales strategy, follow up all leads, maximise repeat business with existing employers, endeavouring to optimise individual caseloads as well as increasing wider college participation as appropriate to individual businesses.</li> <li>• Negotiating employer offers within college guidelines in conjunction with Business Solutions.</li> </ul>
Service Delivery – customer is anyone receiving services	<ul style="list-style-type: none"> <li>• Ensure that service level agreements with key stakeholders and partners are scrutinised and key dates met.</li> <li>• Endeavouring to maximise apprentice outcomes against end dates, including liaising with the IQA, Curriculum and Functional skills coordinator (if applicable)</li> <li>• Where formal qualifications are not part of an apprenticeship, coaching and mentoring the apprentice to ensure progress against the standards are maintained in preparation for end point assessment.</li> </ul>
Decision Making – relates to finance, physical resources, students, staff, and policy	<ul style="list-style-type: none"> <li>• Ensure that the colleges best needs are met when purchasing equipment and services and that the correct process is followed.</li> </ul>
Planning & Organising – financial, capital and people	<ul style="list-style-type: none"> <li>• Taking part, with guidance from the Business Manager and Director of Faculty, in capital bid and business case processes, bids and planning equipment/programmes needs for new and existing curriculum.</li> </ul>
Initiative & Problem Solving – identifying actual/potential problems, considering/devising solutions, implementing. Consider acting within given boundaries.	<ul style="list-style-type: none"> <li>• Be able to identify problems and provide solutions, particularly where employers and apprentices are affected.</li> </ul>
Investigation & Analysis – includes research	<ul style="list-style-type: none"> <li>• Investigate different requirements from employers and use to adapt and improve the curriculum offer</li> <li>• Keep up to date with vocational practices and continual updating where needed</li> <li>• Keep abreast of awarding body updates and update delivery practice in line with guidance.</li> </ul>
Sensory & Physical Demands – uses senses singly or in combination and use of physical skills/ effort	<ul style="list-style-type: none"> <li>• Ensure that work environments are fit for purpose, welcoming and encourage apprentices to develop their skills and reach their potential</li> </ul>

<p>Work Environment – conditions under which they work. Risk/H&amp;S</p>	<ul style="list-style-type: none"> <li>• Ensure that all work areas are compliant with health and safety rules. To ensure the safety of apprentices at all times and ensure that all your apprentices use safety equipment and Personal Protective Equipment (PPE) provided for specific tasks or working area.</li> <li>• Conduct health and safety risk assessments with employers on an annual basis.</li> <li>• Collect appropriate Employers' Liability Insurance on an annual basis</li> </ul>
<p>Pastoral Care &amp; Welfare – physical, mental health &amp; wellbeing</p>	<ul style="list-style-type: none"> <li>• To support apprentices in developing their personal, social and employability skills, where appropriate.</li> <li>• South Staffordshire College actively promotes a 'safeguarding staff, children and vulnerable adult' culture. As such employees are expected to carry out their role and responsibility in relation to a child's or vulnerable adults' welfare and the welfare of their colleagues.</li> </ul>
<p>Team Development – coaching, development of team (not others)</p>	<ul style="list-style-type: none"> <li>• To work as an active part of a team(s) ensuring quality is maintained through engaging with the programme and employer teams and any agreed CPD.</li> </ul>
<p>Teaching &amp; Learning - Support all types of teaching and learning support outside of immediate work team</p>	<ul style="list-style-type: none"> <li>• To keep up to date with subject specialisms, awarding body requirements and act upon changes with support from the College for your job role</li> <li>• Embedding functional skills where appropriate.</li> <li>• Where formal qualifications are not part of an apprenticeship, coaching and mentoring the apprentice to ensure progress against the standards are maintained in preparation for end point assessment.</li> <li>• Supporting the college by participating in exam invigilation as and when required.</li> <li>• Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources.</li> </ul>
<p>Knowledge &amp; Experience – knowledge acquired through education/ qualifications and experience</p>	<ul style="list-style-type: none"> <li>• Be qualified to at least Level 3 in your subject sector area and if delivering higher apprenticeships to be qualified to at least one level above what you are delivering</li> <li>• To possess the minimum work experience as required by the awarding organisation in the delivery of your sector apprenticeship</li> <li>• To take part in continual professional development ensuring your industrial skills are up to date for your job role.</li> <li>• Employees are expected to access child protection and PREVENT training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of its apprentices or staff, including apprentices aged 16 - 18. We are committed to ensuring that all employees are</li> </ul>

	<p>supported in respect to their safeguarding children, vulnerable adult and PREVENT duties.</p> <ul style="list-style-type: none"><li>• Work flexibly, undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College.</li></ul>
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## PERSON SPECIFICATION

<b>Education/Qualifications</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
Level 3 in sector area (Plumbing or Gas)	*	*	*
Level 2 English and math's qualification to facilitate embedding practice or willing to work towards within the first year of employment.	*	*	
Level 3 Assessor Certificate in Assessing Vocational Achievement (or equivalent) or willingness to work towards if coming straight from industry	*	*	
ACS gas quality qualification	*	*	
<i>Desirable:</i>			
Teaching qualification: PGCE, DTLLS, Level 5 Diploma in Education and Training	*	*	*
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (or equivalent) or willingness to work towards	*	*	
Level 4 or above in sector subject area	*	*	
<b>Experience and Technical Skills</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
Minimum of 3 years occupational experience or specified length of experience by awarding organisation	*	*	*
Experience of assessing and training gas and plumbing apprentices	*	*	
The ability to work as a member of a team	*		
Computer literate with a high degree of digital literacy	*		
Ability to embed functional skills	*	*	
The ability to organize own workload	*		
Communicate effectively at all levels to include apprentices, colleagues, and employers.	*		
Accurate report writing and record keeping.	*	*	
Demonstrable experience of promoting equality and diversity	*		
<i>Desirable:</i>			
Experience of an electronic portfolio Smart Assessor	*	*	*
Experience of delivering qualifications and training plans	*	*	
Experience of Internal Verification of learners' work	*	*	
Flexibility, adaptability, and the ability to act upon your own initiative.	*	*	
Experience of selling/marketing	*		

<b>Personal/Behavioural Attributes</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
Ability to form and maintain appropriate relationships and personal boundaries in an environment with children and young people. Emotional resilience in working with challenging behaviours.	*	*	*
Motivation to work in an environment with children and young people.	*		
Willingness to use authority and maintain discipline in an educational environment.	*		
<b>Other Requirements</b>	<b>S/L</b>	<b>I</b>	<b>A</b>
<i>Essential:</i>	*	*	*
A commitment to ensuring the safeguarding and welfare of children and vulnerable adults at South Staffordshire College			
Flexible working to accommodate training outside of traditional terms times and days with suitable notice.		*	
<b>Safety Critical Role</b>	<b>S/L</b>	<b>I</b>	<b>A</b>
Clean enhanced DBS Record	*	*	*
Full driving license and access to a vehicle	*	*	
Able to travel between sites timely.	*	*	

*S/L = Short Listing    I= Interview    A=Assessment*