

Job Description

Job Title:	Apprenticeship Coordinator – Royal Artillery
Report to:	Contract Manager
Responsible for:	Delivery of qualifications, support for and progression of Learners
Location:	South of England
Contract:	6-month fixed term contract, full time
Main role objective:	To contribute towards the achievement of the apprenticeship scheme targets through progression of learners, delivery of training, review of progress and successful gateway.

Responsibilities

Learners:	To ensure that Learners are fully supported throughout their period with the Colleges' Partnership.
General:	To provide information and/or evidence when appropriate
Quality:	To ensure all work is produced to the expected standards and to constantly strive for Continuous Quality Improvement.
Development:	To take responsibility for personal professional development
Other Duties:	As required and as appropriate to the role.

Tasks

Learners

1. Review Learner work and other activities and feedback on progress towards completion of all relevant paperwork for the induction process as laid down by company policy and procedures and delivery profiles, ensuring that details are passed on to administration and the relevant company offices as learners are posted.
2. Delivery of training for underpinning knowledge to support Learners' successful completion of knowledge, skills, and behaviours towards their Apprenticeship Programme.
3. Carry out learner reviews at intervals in accordance with contract SOR, ESFA and Company guidelines.
4. Be prepared to support FS Team if required.
5. Complete all relevant paperwork for the apprenticeship process as laid down by company policy and procedures, ensuring that details are passed on to administration and documents are compliant and of a high standard.
6. Act as a mentor and/or coach to Learners, offering support, information, advice and guidance as required.



7. Report to Line Manager on a regular basis to advise of any outstanding reviews potential suspensions, cancellations, withdrawals, or learners at risk of going past planned end date.
8. Advise Line Manager of any incidents involving learners where additional support may be required.
9. Identify via cause for concern paperwork, any potential safeguarding issues to Designated Safeguarding Officer or Lead.

General

1. Assist with the coordination and invigilation of examinations as required on own and/or other contracts as part of wider company support.

Quality

1. To be fully conversant with all company policies and procedures.
2. To participate in Standardisation, Self-Assessment Reviews and Quality Improvement Planning activities.
3. Undertake Internal Quality Assurance (when appropriate and nominated/appointed to do so).
4. To keep up to date with changes to national awarding organisations' criteria and standards.
5. To contribute to the implementation of quality systems and processes.
6. Identify and share good practice with other staff and teams.
7. To take responsibility to ensure all paperwork for learners under your caseload is accurate and compliant with audit and finance.

Professional Development

1. To keep up to date with national and local developments, which may affect specialist sector subject delivery and learner support requirements.
2. To monitor and evaluate personal performance within the context of the role.
3. To participate in the company appraisal system and remain conversant with Company Policy and Procedure.
4. To participate in training and development activities as required.
5. To remain proficient in the use and application of IT and other software for the development of learner progression.

Other Duties

In addition to the above duties the post holder may also be required to:

1. Carry out any other duties as directed within the general nature and character of the post.
2. To always represent the Company in a professional and competent manner.

This job description is intended as a guide to the main responsibilities and duties and is in no way intended to restrict any individual in the performance of other duties as required by the company.

The job description will be reviewed and updated periodically in the context of organisational and developmental changes.



Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Achievement of, or willing to working towards CET (or equivalent), or willing to work towards</p> <p>Assessor Coach L4/TAQA, A1, D32, D33, or equivalent or willing to work towards.</p> <p>Functional Skills Level 2 (or equivalent)</p>	<p>Relevant qualification in subject area</p> <p>ITQ Level 2 (or equivalent)</p> <p>Safeguarding Cert.</p> <p>Equality & Diversity Cert.</p> <p>Health & Safety Cert.</p>
Experience	<p>Sector competent in Digital Support Technician & Express Delivery Operative</p> <p>Assessment of Learners</p> <p>Lesson Planning & Preparation</p> <p>Delivery of Training to Learners</p> <p>Working in an environment offering individual support and support for differentiation.</p>	<p>Working in an ESFA / FE or WBL training environment</p>
Skills/Abilities - Interpersonal	<p>Ability to train and assess up to Level 2 Functional Skills.</p> <p>Possession of good communication skills, written and oral.</p> <p>The ability to develop positive working relationships with individuals at all levels.</p> <p>The ability to train others with energy and enthusiasm and provide the environment where learners feel motivated.</p> <p>The ability to work effectively as part of a team as well as autonomously when necessary.</p>	
Skills/Abilities – Other	<p>Ability to prioritise own workload and meet deadlines.</p> <p>Ability to produce work to an appropriate standard in line with requirements of the role.</p> <p>Using a PC for creating, storing, and retrieving information.</p> <p>Effective time management skills.</p> <p>Flexible and able to cope under pressure.</p> <p>An understanding of Safeguarding Issues.</p> <p>An understanding of Equality & Diversity.</p>	
Work-related Circumstances	<p>Possession of a full driving licence, the ability to drive, and use of a car.</p> <p>The ability and willingness to undertake relevant staff development</p>	