



Job Description

Post Title: Apprenticeship Tutor/Assessor
Pay Scale: Grade 6
Responsible to: Apprenticeship Manager/SCITT Manager

Main Purpose of the Post:

- The purpose of the post is to co-ordinate, mentor and support on training and assessment for apprentices. You will manage a caseload of Apprenticeship learners to successfully achieve and exceed targets. You will design and deliver teaching, learning and assessment sessions which motivate, engage, develop, improve, stretch and challenge the knowledge, skills and behaviours required for the job role and the standard.
- You will provide support and mentoring which gives learners the confidence to progress and excel in their careers, and employers the confidence that we understand the needs of their school.
- You will support the SCITT Manager and Apprenticeship Manager in providing an administrative service to Yorkshire and Humber Teacher Training and ensure the smooth running of SCITT operations by providing an efficient, reliable and professional admin support service.

Principal Accountabilities:

- Complete skills reviews with learners and identify knowledge gaps.
- Develop and take responsibility for the delivery of individual training plans tailored to candidate needs.
- Maintain records relevant to individual candidates.
- Undertake observations in the workplace.
- Develop individual action plans tailored to the candidate's needs.
- Support the delivery of training in the workplace to cover knowledge, skills and behaviours.
- English and maths – training, monitoring, supporting and recording.
- Monitor candidate progress and provide support in completion of portfolios, end point assessments and other evidence, setting targets to ensure timely completion.
- Liaise with supervisor/mentors to facilitate progress review meetings.
- Attend CPD and standardisation events as appropriate.
- Support the apprentice and employer as part of the end point assessment process.
- Complete all relevant documentation in order to progress the signing up and recording of new candidates on the programme.

- Complete all documentation in relation to visits to employers, candidate reviews and assessment visits.
- Ensure timely achievement of all learners on programme and complete the required documentation to achieve Gateway and End Point Assessment.
- Support and promote Equality and Diversity to ensure quality of opportunity for all learners, visitors and staff and the elimination of discriminatory practice.
- Support and promote the safeguarding of learners, visitors and staff.
- To provide administrative support to the SCITT Manager and Apprenticeship Manager
- To act as an ambassador for the SCITT and the SCITT Director in all matters.
- Undertake other administrative tasks to support the Academy upon request.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Multi Academy Trust's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Safeguarding Children

All schools/academies within The Constellation Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Knowledge, Skill, Experience and Qualifications:

- **Qualifications – Requirement**
 - Excellent standard of Numeracy & Literacy, either Functional Skills Level 2 English and Maths or GCSE grade C (level 4) or above
 - Hold an Assessors qualification
 - Occupational qualifications and /or experience to a minimum of level 3
- **Qualifications – Desirable**
 - Level 3 Award in Education
- **Knowledge – Requirement**

- Knowledge of all aspects of Microsoft office e.g. Desktop Publishing, Excel, Emailing and the internet
- Have up to date sector knowledge
- **Experience – Requirement**
 - Experience within a teaching, learning and/or assessment role, delivering Apprenticeship Frameworks and /or Standards
 - Experience of dealing with people at all levels
 - Have experience of working with employers in a training role
 - Ability to develop strong professional relationships with employers and learners
 - Can motivate learners and ensure they complete on time

Experience – Desirable

- Experience in delivering Level 3 Teaching Assistant programmes/Standard
- **Specific Skills – Requirements**
 - Ability to communicate effectively with excellent interpersonal skills
 - Ability to work to competing deadlines
 - Have high levels of self-motivation and the ability to use own initiative
 - Ability to follow a curriculum of learning and assessment both face to face and remotely with learners
 - Hold a full driving licence, have own vehicle and be willing to travel to schools within the trust
 - Take ownership of own development of knowledge to ensure occupational competence within the sector and ensure CPD is continuously updated

Interpersonal skills:

Verbal

- Excellent interpersonal skills and a flexible approach to work, with the ability to negotiate successful outcomes to often conflicting issues.
- Ability to respond appropriately and advise on relevant issues, often working on own initiative.
- Excellent communication skills with the ability to relate to staff on all levels in a confident and diplomatic way.

Written

- Excellent written skills and a flexible approach to work.

Creativity and Innovation:

- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.
- The post holder will be required to re-schedule work where/when necessary in order to fit in with the working day of the Trust and ensure that tasks are completed.

Decision-Making:

These decisions should relate specifically to the principal accountabilities.

- Day to day decision in accordance with the principal accountabilities.
- Exercises discretion in responding to routine issues, giving appropriate advice or guidance, referring to the Apprenticeship Manager where appropriate.

Contacts and Relations:

- Contact on a daily basis with the SCITT Director, the Apprenticeship Manager and the SCITT Manager for the exchange of information.
- Contact on a daily basis with apprentices and trainee teachers to offer pastoral/administrative support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.

Responsibility for Resources:

- Mobile phone
- Laptop
- iPad
- Camera

Working Environment:**Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.

Physical Demands:

- Work will require normal physical effort.

Working Conditions:

- Work will be undertaken in an office/school environment with visits in the community involving challenging and confrontational circumstances.

Work Context:

- Work is undertaken in an office/school environment with visits to the apprentices work places and may be subject to challenge from parents, students and staff.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature