
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Workplace Reviewer
Department:	Creative and Design Industries
Responsible to:	Head of Faculty Creative and Digital Industries
Hours:	18.5 hours per week, all year round
Salary:	Actual salary £12,353.50 FTE £24,707 [YC5.1]
Date of Issue:	September 2026

1. Job Purpose

This role is part of Yeovil College's ambitious growth strategy within its expanding Apprenticeship provision. The Workplace Reviewer will play a pivotal role in supporting apprentices and ensuring high levels of achievement and satisfaction. You must be prepared to gain safeguarding and mental health first aid qualifications to support apprentices effectively.

This is an exciting opportunity to join a growing team where your contributions will directly impact the success and momentum of our apprenticeship programmes. You will work closely with apprentices, assessors, and stakeholders, facilitating progress reviews, meeting compliance standards, and enhancing apprentices' overall experience.

2. Key Roles & Accountabilities

- Establish effective partnerships and act as a liaison between apprentices, employers, assessors, and internal college teams.
- Monitor and track the progress of a caseload of apprentices, ensuring compliance with apprenticeship standards, completion of documentation, and that key performance indicators (KPIs) are met.
- Provide ongoing advice and guidance to apprentices and employers regarding appropriate programmes, qualifications, and training.
- Support the development of individual training plans and conduct progress reviews every 8-12 weeks, collecting internal curriculum and employer feedback.
- Visit apprentices regularly within the Midlands to review progress in collaboration with employers and college staff.
- Communicate and engage with apprentices using electronic platforms to cover safeguarding, Prevent, well-being, and professional development.
- Ensure workplace Health and Safety audits are up-to-date to maintain a safe environment for apprentices.

- Promote the development of Maths, English, and employability skills within the apprenticeship programmes.
- Participate in CPD activities at Yeovil College as required, with travel expenses covered under essential travel.
- Collaborate with others to inspire apprentices' achievements, support diverse learning experiences, and anticipate and overcome barriers to progress.
- Highlight any additional learning support needs for apprentices, ensuring that support is accessed and progress is enabled.
- Ensure that apprentices are prepared for End Point Assessment by tracking the required skills, knowledge, and competencies in a timely manner.
- Maintain ongoing communication with the Curriculum Leader and relevant stakeholders to report on the progress of apprentices.
- Actively engage in promoting and supporting the College's strategic aims, including the promotion of equality, diversity, and fundamental British Values.
- Complete training in mental health first aid and safeguarding, and actively support apprentices by identifying and addressing mental health concerns as they arise.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College

is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification

Post: Workplace Reviewer [Creative and Digital Industries]

	Essential	Desirable
Previous Experience	- Awareness of apprenticeship programmes and key performance indicators (KPIs). - Basic understanding of Safeguarding and the Prevent duty. - Experience in supporting learners in an education or training environment.	- Experience in work-based learning or working with employers in a training or customer relations role. - Experience in conducting reviews and progress monitoring for apprentices. - Experience of Creative careers
Qualifications	- Educated to at least GCSE level or equivalent with English and Maths at C/4 or above. - Willingness to complete safeguarding and mental health first aid qualifications.	- Teaching Qualification and/or experience. - IQA Qualification and/or experience.
Special Skills/Aptitudes	- Good IT skills. - Strong interpersonal and communication skills. - Good organisational skills with attention to detail. - Ability to work independently and collaboratively with diverse teams.	Knowledge and experience of working with E-Portfolios, Smart Assessor or other digital platforms.
Personal Attributes	- Flexibility and adaptability to changing needs. - Able to use own initiative. - Good organisational skills. - Flexible and adaptable approach. - Able to motivate and encourage engagement. - Able to represent and promote the College in a professional manner.	Commitment to continuous professional development.
General	- Able to work flexibly. Must possess a full UK driving licence and have access to own vehicle with business insurance.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us as well as evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf