Apprenticeship Skills Tutor - Electrical
Role Description

About the role

Apprenticeships are a key area for the College and its customers, providing opportunities for learners to earn as they learn and develop a career.

To support and enhance the apprentice and employer experience through effective skills coaching and tutoring. The skills coach will be a subject matter specialist and will be required to visit each apprentice once every quarter for the entire duration of their programme. They will also be required to have regular ongoing contact with all learners & employers and to complete all the relevant paperwork and update all records relating to learner progress. This job will involve extensive traveling, as apprentices must be visited at their place of employment.

A driving licence and regular access to a vehicle is essential and evening work may be required.

Main Duties

The key duties and responsibilities are:

1. To support learners to provide evidence on behaviours, underpinning knowledge, work-based skills, learning & overall progress for each apprentice.
2. To provide coaching and skills support to ensure successful timely completion of End Point Assessment (EPA).
3. Work with curriculum colleagues to check learner progress is to agreed targets in preparation of tripartite reviews.
4. To conduct regular tripartite reviews with the apprentice line manager and apprentice to successfully complete timely EPA.
5. To support the development and progression of a caseload of apprentices through onsite workplace visits in the creation of showcase evidence such as observations, reflective accounts, witness testimonies, professional discussions and any further evidence to support EPA requirements, this evidence will be documented within the e-portfolio OneFile.
6. To highlight & document any operational issues to the line manager which may affect learner progression as appropriate.
7. To set achievable tasks and provide support throughout the apprentice journey including assisting the apprentice to be prepared for any applicable qualification including functional skills, end point assessment, and other relevant achievement documentation
8. To support employers in understanding & documenting their responsibilities relating to on and off job training requirements of the apprentice.
9. To provide pastoral support to apprentices as required including on & off the job training/e-portfolio usage and any additional support needs & strategies.
10. To provide advice, guidance & training regarding Safeguarding, British Values, Prevent and Equality & Diversity and be responsible for ensuring that the workplace provides an ongoing safe environment.
11. To meet with the employer & learner to agree EPA readiness
12. General administration tasks including; ensuring accurate learner data within all software packages, monitoring learner attendance & targets, completing all required documentation within the agreed timescales and regular use of Outlook calendars.
13. To participate & document in all professional development as required.

Role Objectives

- The accurate and full completion of learner start, review and completion paperwork.
- Administer and mark initial assessments when required to do so.
- Complete Awarding Organisation documents related to qualification registration and achievement.
- The development of individual learning plans for each learner that fully supports the agreed timescales of either their NVQ or qualification or the individual elements or overall programme.
- Maintain records of individual learner progress by way of regular progress reviews in line with SFA guidelines.
- Manage your own diary so that you effectively support your caseload of learners from start to finish of their training programmes.
- Establish and maintain excellent working relationships with your learners and employers.
- Demonstrate a proactive approach to minimising any barriers to your learners by implementing additional support in a timely manner that promotes their achievement.
- Contribute to the overall team performance by way of suggestions and recommendations to enhance the quality of delivery and support.
- Manage your own continuous professional competence by undertaking training or activities.
- Support of learner recruitment by assisting with the carrying out of initial assessment and induction sessions.
- To undertake any further training as identified in the company's review procedures.
- To participate fully in all Quality Procedures.
- Ensure that safe working practices are followed in respect of COSHH and other risk assessment control measures.
- To comply with and promote Health and safety policies and take appropriate responsibility to ensure the health and safety of self and others.
- To understand, comply with and promote the company's safeguarding policy and procedures.
- To understand, comply with and promote the company's diversity policies and procedures.
- To engage in continuous professional development.
- Must be prepared to undertake a First Aid qualification and be a first aider.

Challenges

- You'll be self-sufficient; able to manage your work commitments and diary effectively in order to meet sometimes conflicting demands and deadlines to achieve required outcomes for learners and the College.
- You'll be able to cope with demanding customers internally and externally and will be able to use your communication skills to gain agreement and achieve customer satisfaction wherever possible.

Your role in the department

- As part of the department of Work based Learning you will report directly to the Curriculum Team Leader/Curriculum Manager.
- You will play an active role in the curriculum team, working with key stakeholders such as Curriculum Team Leaders, Curriculum Manager, and Curriculum Lecturers etc.
- You will also build good working relationships with other key stakeholders in apprenticeship programmes such as the Functional Skills Team.
- You will be able to adopt a flexible and proactive approach to supporting learners undertaking qualifications in the workplace.

Our Vision and Values

You will work with us to achieve our organisational vision of 'Leading innovation and skills in our communities'.

You will embed and live our values in all that you do:

We are inclusive

- We put students and staff at the heart of everything we do
- We work to overcome social injustice
- We treat everyone fairly and celebrate our differences
- We create an environment that is supportive and accessible for all

We have integrity

- We conduct ourselves professionally at all times
- We demand honesty and trust from all people that work with us
- We listen
- We respect and value all individuals

We are One Team

- We empower our staff
- We are one team committed to going the extra mile
- We are accountable for our actions
- We have fun and enjoy being at work

We deliver

- We are passionate about delivering excellent quality & service
- We are innovative and bold
- We deliver through working together
- We build resilience and overcome challenges

Commitment to Safeguarding and Equality and Diversity

RNN Group places the safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality and Diversity and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Single Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Data Protection

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Data Protection team

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety and quality assurance.

Terms and Conditions – Support Staff

The terms and conditions for the role are as follows:

Salary: Spine Point 28, currently £32,199 per annum plus MFS (where applied)
Pension: Automatic enrolment to the South Yorkshire Pension Scheme
Holidays: 29 days per annum plus bank holidays

Apprenticeship Skills Tutor
Role Specification

AF-Application Form I–Interview R–Reference CQ–Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Experience in assessing with Apprenticeship frameworks	✓		AF,I,R	✓
• Experience of working in the business environment / appropriate working environment	✓		AF,I	✓
• Experience of supporting learners through assignments and assessments		✓	AF,I	✓
2. Qualifications				
• Vocationally relevant qualification at Level 3 or above	✓		AF,I,CQ	✓
• Maths and English at Level 2 or above	✓		AF,I,CQ	✓
• ICT at Level 2 or above or willingness to work towards	✓		AF,I,CQ	✓
• An assessment qualification D32/D33 A1 or TAQA (or willingness to work towards)	✓		AF,I,CQ	✓
• An internal verification qualification D34 V1 or TAQA (or willingness to work towards)		✓	AF,I,CQ	✓
• Appropriate Teaching qualification or willingness to work towards		✓	AF,I,CQ	✓
3. Practical and Intellectual Skills / Knowledge / Abilities				
• Knowledge of current Apprenticeship Frameworks	✓		AF,I	✓
• Understanding of Work based Learning Apprenticeships	✓		AF,I,R	✓
4. Disposition / Attitude				
• Pleasant and helpful approach at all times	✓		I,R	
• Able to work in an organised and methodical manner	✓		I,R	
• Work effectively as a member of a team	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		I,R	
• Able to work with sensitive information and treat this confidentially in line with the requirements of the Data Protection Act	✓		I,R	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		I	
5. Training				
• Willing to undertake any training connected with the post	✓		I	
6. Physical Make-up				
• A full driving licence and access to a vehicle	✓		AF	✓
• Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		R	
• Able to Work flexibly over the working week, including evenings where required	✓		I	