

Job Description

Higher Degree Apprenticeship (Digital and Technology Solutions) – Assistant Software Developer

Permanent*

Reports to: Software Developer

Pay Scale: **SFCA Support Staff Terms and Conditions (Pay spine Points 3-6)**
£18,593 with pay increments each year* full-time full year

Key Working

Relationships: Information Systems Development Manager, Software Developer, Higher Degree Apprenticeship (Data Science) – Assistant Software Developer

Hours of Work: **37 hours p/w:** 08.30– 17.00 with an hour for lunch (Mon-Thurs), 08.30– 16.30 with an hour for lunch (Fri)
6 hours of study nominally allocated at East Norfolk (hours to be discussed and agreed between the post holder and line manager). Flexibility with the study hours will be required during non-term time to provide cover.

This post is subject to securing a place with Anglia Ruskin University for the apprenticeship in September 2022

*Subject to successfully passing each year of the course

Key purpose of role:

This training position provides the postholder with digital skills and systems training whilst studying for a higher degree in Digital and Technology Solutions. This post provides the opportunity to develop coding skills and work with the software development team at East Norfolk to help streamline and develop systems and reports. The postholder, under the guidance and direction of the Information Systems Development Manager and Software Developer will maintain and develop in-house applications designed to streamline and improve efficiency at East Norfolk Sixth Form College.

At the end of the 4-year degree, the postholder will have a permanent role at the College supporting the Software Developer and Information Systems Development Manager to further develop and support East Norfolk's digital systems, if they are awarded a BSc (Hons) Digital and Technology Solutions with Lower Second-Class Honours (2:2) or higher.

The apprenticeship will be delivered by blended learning, which is a combination of online distance-learning and in-person teaching and learning.

Main Responsibilities:

The postholder will undertake the following duties, although these may change.

Systems Support

1. Working under the guidance of the Software Developer, prepare and produce basic reports, including the use of application specific reporting tools (ProMonitor, SSRS, SQL, LINQ etc).
2. Working under the direction of the Software Developer to support and maintain existing software/imports e.g. ProObserve, ProMonitor, Koha etc.
3. Working under the direction of the Software Developer to administrate and configure College software and systems e.g. ProMonitor, ProObserve and Moodle etc.
4. Developing applications using a range of programming languages (depending upon the desired outcome) following a structured methodology and preparing appropriate documentation under the direction of the Software Developer.
5. Developing applications using the .NET environment under the guidance of the Software Developer, following a structured methodology and preparing appropriate documentation.
6. Shadow the Software Developer and/or Information Systems Development Manager when they are liaising with staff and students to confirm requirements for new developments and reports in line with College requirements.
7. Assist the Software Developer with Integrating, maintaining, and developing various College systems, ensuring efficient workflow.
8. Assist the Information Systems Development Manager/Software Developer with creating and manipulating data using Excel, Access, SQL Server and other such applications.

Support for Skills Improvement Centre

1. Work under the direction of the Information Systems Development Manager to support the learning resource centre at break and lunchtime and any other periods required.
2. Provide application support to staff and students whilst based in the learning resource during break and lunch times.

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.

The post holder will also:

Contribute to the College's Quality Assurance processes as required.

Participate in the College's Staff Professional Development and Review Scheme as required and attending training and development as appropriate to the role.

Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding and Equality and Diversity.

Demonstrate positive behaviours and day-to-day commitment to the College's Core values of Excellence, Care, Diversity and Integrity.

Demonstrate commitment own continuous professional and personal development.

The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by their manager or College Principal.

Health and Safety Responsibilities of all staff, including apprentice(s):

1. Under the Health and Safety at Work etc. Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
2. Report any incidents, accidents and near misses to line manager in accordance with EN Policy.
3. Ensure that personal protective equipment (PPE) provided for his/her safety is maintained and used appropriately and that any problems are reported immediately to his/her line manager.
4. Report any health concerns to line manager or HR Team which may be work related or which may affect his/her ability to do their job safely.
5. Attend all statutory and essential H&S training as designated by the line manager.
6. Comply with College and departmental H&S procedures relevant to his/her particular area and systems of work including emergency procedures.

Signed (postholder)	
Date	

PERSON SPECIFICATION: Higher Degree Apprentice – Assistant Software Developer

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS	<p>96 UCAS Tariff points, equivalent to 3 A levels at grades C or above, including at least one STEM subject at A level or equivalent. Equivalent UCAS Tariff points also accepted from BTEC Level 3 Diplomas and Access to HE Diplomas.</p> <p>Minimum of 5 GCSEs at grade C / 4 or above, including maths and English.</p>		Application Certificates
KNOWLEDGE/ UNDERSTANDING	<p>Understanding of Inclusion and Safeguarding</p> <p>Understanding of professional boundaries including the importance of working with sensitive and highly confidential information</p>	<p>Knowledge or understanding of business studies or marketing</p> <p>Knowledge or understanding of working or volunteering in an educational environment.</p>	Application Interview References
EXPERIENCE		Experience of working or volunteering in educational environments	Application Interview References
SKILLS/ABILITIES	<p>Excellent telephone manner with the ability to work with employers and other stakeholders regularly and in a professional way.</p> <p>Effective communication skills, both verbal and written including by email and by letter.</p> <p>Ability to work effectively as part of a team and on own initiative</p> <p>Good IT and creative skills</p>		Application Interview References
ATTRIBUTES	<p>Flexible and adaptable</p> <p>Able to work independently and without supervision in the evenings on Reception</p>		Interview References