

Job Title: Construction Occupational Expert	Pay Scale: PPS21
Normal Place of Work: The Keyworth Centre, Priory Lincoln Academy	Line Manager: Head of Apprenticeships and Careers
<p>Role Summary:</p> <p>The post holder will deliver, train and assess learners on a range of construction and the built environment study programmes, including apprenticeship standards. These will include bricklaying and groundworks, with the opportunity to continue the expansion of the portfolio as the post holder supports the growth of the faculty.</p> <p>The role will drive the exciting curriculum development and commercial growth of the faculty, through their dedication and passion for the construction sector. It is an exciting time to join our technical centre of excellence for construction, as we seek a tutor with the passion and desire to drive our growth and expansion forward, working with our academies, the Priory Apprenticeships team, universities, and employers.</p>	

DUTIES AND RESPONSIBILITIES

- To teach and lead on a range of Construction programmes, including, but not limited to:
 - Level 2 Bricklaying
 - Bricklaying Apprenticeship
 - Groundwork Apprenticeship
 - Property Maintenance Operative Apprenticeship
- Promote the Curriculum Intent of each programme and the Implementation of Quality First Teaching that impacts upon the development and achievement of apprentices' and learners' knowledge, skills and behaviours.
- Plan and deliver individualised and group sessions to support apprentices and learners in developing the appropriate knowledge, skills, behaviours, to prepare them for the expectations of a career in industry and the occupational sector.
- Maintain and record regular contact on the e-portfolio system with each apprentice and employer and report any status changes or safeguarding issues to fulfil learning agreements and a safe learning environment.
- Collaborate with employers, apprentices and learners to deliver curriculum activities, targets and action plans in a logical sequenced process to meet the needs of the apprentices/employers in order to effectively prepare the apprentice/learner for gateway and endpoint assessment.
- Liaise with awarding organisations and external examiners/verifiers, and employers and universities where appropriate, demonstrating the high industry standards and expectations of the faculty.

- Ensure that apprentices understand the objectives of the programme, and commit to achieve their qualification aims within the time required.
- Comply with internal compliance, safeguarding and student wellbeing systems and processes. Engage in the student personal development and enrichment programmes of Priory Lincoln Academy and Priory Apprenticeships.
- Ensure apprentices are achieving timely completion of their programmes, in partnership with their employers. Ensure that tracking and monitoring of apprenticeship activity, such as delivery schedules, session plans and off-the-job-training is recorded accurately and consistently.
- Liaise with apprentices' line managers and employers to ensure appropriate opportunities for training and assessment are available to the apprentices both on- and off-the-job and provide information on apprentice progress and achievement as required, ensuring all apprentices are compliant with their 20% requirement of off-the-job training
- Actively promote and model good practice in equality and diversity, safeguarding and health and safety, embedding these and British Values into the apprenticeship programme.
- Complete ongoing management and administration tasks, including but not limited to, session planning, logging results and providing feedback to apprentices and students.
- Prepare for and attend standardisation meetings, review meetings, and curriculum meetings as instructed by the Head of Apprenticeships and Careers.
- Attend internal/external training where required and remain up-to-date in the occupational field and pedagogy, developing dual skills and knowledge.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> • Head of Apprenticeships and Careers, Head of Sixth Forms, Priory Apprenticeships staff and all Trust staff 	To develop team working
<ul style="list-style-type: none"> • Trustees 	
<ul style="list-style-type: none"> • All outside agencies 	To continuously promote the Trust values

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.

- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Construction Occupational Expert

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Experience assessing Qualifications and standards in general Construction that may include Groundworks and bricklaying	x		AF/Cert
Experience of site management and/or the Construction industry, and Property Maintenance	x		AF/Cert
Minimum C or above - Level 2 Maths and English	x		AF/Cert
Teaching or assessment qualification e.g. CertEd, PGCE, A1 or D32, D33, TAQA or working towards		x	AF/Cert
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of teaching/training in a group or individual workplace environment		x	AF/IV
Experience of OFSTED inspection		x	AF/IV
Relevant industry experience in construction and the built environment sector	x		
The ability to plan, organise and prioritise own workload		x	AF/IV
PERSONAL AND PROFESSIONAL QUALITIES			
Strong personal motivation and drive	x		AF/IV
Good communication skills	x		AF/IV
Commitment to own personal and professional development	x		AF/IV
High analytical and problem solving skills	x		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....