

Job Title: Occupational Expert – Lab Technician	Pay Scale: PPS21
Normal Place of Work: The Priory Federation of Academies Trust	Line Manager: Head of Apprenticeships
Role Summary: To promote, deliver, train and assess apprentices on the Lab Technician apprenticeship.	

DUTIES AND RESPONSIBILITIES

- Deliver the Curriculum Intent of each programme and implement Quality First Teaching that impacts upon apprentices' knowledge, skills and behaviour.
- Plan and deliver sessions to support apprentices in developing the appropriate skills, knowledge and behaviour relating to the occupational sector.
- Maintain and record regular contact with each apprentice and each employer, reporting any status changes or safeguarding issues.
- Establish and contribute to successful learning agreements and ensure safe learning environments.
- Collaborate with employers and apprentices to deliver the intended curriculum, meet targets and review action plans in a logical sequenced manner to meet the needs of the apprentices/employers, ensuring that apprentices are prepared effectively for gateway and endpoint assessment.
- Ensure that apprentices achieve their qualification aims within the time required.
- Support apprentices in their use of SmartAssessor and e-portfolio.
- 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 requirement of off-the-job training.
- Complete in-depth course reviews with apprentices and promote timely achievement of all apprentices by planning specific assignments and observations, giving constructive feedback and guidance based on each apprentice's individual needs to develop key knowledge, skills and behaviour relating to the apprenticeship standard.
- 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.
- Work alongside the Quality Assurance team to ensure that delivery meets the high expectations.
- Actively seek new and potential apprentices.
- 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:

Head of Apprenticeships and Careers, Priory Apprenticeships staff and all Trust staff	To develop team working
Trustees	
All outside agencies, including employers	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 – Occupational Expert – Lab Technician

		Essential	Desirable	How assessed*
	QUALIFICATIONS			
1.	Experience assessing Qualifications and standards in Lab Technician	x		AF/Cert
2.	Minimum C or above - Level 2 Maths and English	x		AF/Cert
	KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP TO DATE/ CURRENT)			
3.	Experience of teaching/training in a group or individual workplace environment	x		AF/IV
4.	Experience of OFSTED quality inspection		x	AF/IV
5.	Able to support and communicate wellbeing initiatives for apprentices.	x		AF/IV
6.	Recognised Assessor Qualification e.g. A1 or D32, D33, TAQA or working towards		x	AF/IV
7.	The ability to plan, organise and prioritise own workload	x		AF/IV
	PERSONAL AND PROFESSIONAL QUALITIES			
8.	Strong personal motivation and drive	x		AF/IV
9.	Good communication skills	x		AF/IV
10.	Commitment to own personal and professional development	x		AF/IV
11.	High order analytical and problem solving	x		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

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

Signed Line Manager :

Dated:

Signed Employee.....

Dated.....