**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Apprenticeship Work-Based Progress Coach  Arboriculture (Higher & Degree Apprenticeships)  (0.5 post) | Apprenticeships & Workforce Development |
| **SALARY** | **BENEFITS** |
| £22,602 - £25,081 full time equivalent per annum, pro rata relating to qualifications and experience | Local Government Pension Scheme  31 days holiday pro rata plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal  Potentially eligible for a company car dependent on business mileage.  Appropriate IT Technology provided.  This is a Field-Based Role |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Curriculum Area Manager  Apprenticeships & Skills (Cumbria) | N.A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To work with the Curriculum Area Manager (Cumbria) and Curriculum Area Manager (Greenspace) supporting the Apprenticeship and Workforce Development Team and contribute to the planning and effective monitoring of key aspects of Arboriculture Apprenticeships Programmes from start to End Point Assessment.  This role specifically supports Higher and Degree Apprenticeships in Arboriculture (L4/L6) but maybe required to support other programmes as required in line with college growth.  The scope and nature of these apprenticeships will be throughout England so will require both the use of technology and face-to-face visits as appropriate  A key part of the role will be reporting to the Curriculum Area Manager for Apprenticeships and Workforce Development (Cumbria) who has operational oversight of Arboriculture Apprenticeships for the College.  Set high standards and expectations for the Apprenticeship programme to support and achieve outstanding provision to further advance apprentices’ personal development, behaviour and attitudes to each other, learning and work.  To work with and compliment the work of the module tutors for Arboriculture, by carrying out progress checks, off-the-job training checks, learning activity as well as ensuring the wider curriculum including English and maths elements are completed in line with ESFA funding rules.  To provide effective coaching for students on an individual basis or on a group setting to support success and progression, including:   * Supporting the on-boarding aspect for each apprentice, working with the admissions and Employer Services teams. * Offering a range of holistic support to students. * Progress reviews every 8-12 weeks (compliance) to enable them to reflect on their progress through the effective setting, monitoring and reviewing of SMART targets. * Monitoring the 20% off-the-job learning. * Monitoring learner activity to ensure audit compliance. * Carry out Health and Safety reviews with employers. * Carry out Standard 10 checks with apprentices. * Liaising closely with relevant staff and parents / carers in supporting apprentices identified ‘At Risk’ * Enabling and supporting apprentices to overcome barriers to progress and success. * Ensuring apprentices have appropriate information, advice and guidance and a range of pastoral and enrichment opportunities to facilitate personal development, progression and employability. * Liaising with the ALS team as required. * Liaising with the work-based English and maths team as required. * Be a single point of contact for employers and routinely provide employers with progress reports. * Liaising and organising the End Point Assessment with EPA organisations for a successful journey from Gateway to EPA. | |

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| **DUTIES** |
| The roles and responsibilities below may change as the role further develops and the needs of the College change and you will be expected to take on or drop responsibilities as directed by the Line Manager. The key responsibilities are:-     1. To deliver the apprenticeship as part of the compulsory progress review ESFA criteria 2. To contribute to the planning and delivery of career and progression information, advice and guidance for individuals and groups. 3. To contribute to the planning and delivery of personal, social, health, economic and digital education sessions. 4. To provide progress coaching and pastoral support for an identified caseload of students linked to curriculum areas and may be across different Centres. 5. To support the monitoring of attendance and punctuality and implement strategies to improve attendance and punctuality (as required) 6. To monitor apprentice progress and achievement working with apprentices to set SMART targets throughout an apprenticeship programme through the progress review cycle using the Onefile E-portfolio. 7. Utilise ongoing identification and monitoring systems providing interventions for apprentices who are not making appropriate progress towards their targets. 8. To work with apprentices either on a one to one basis or in group sessions to develop personal, employability and social skills. 9. To develop and implement a range of strategies and interventions to address any areas of development around a range of pastoral support, 10. To implement positive behaviour strategies working in line with the Myerscough Code and disciplinary process to maintain high standards of positive attitudes and behaviours. 11. Work closely with employers, parents, carers and other agencies. 12. Collaborate with the Curriculum, Student Support and Safeguarding, including residential (where appropriate) teams to identify learners who are at risk. 13. To contribute to the planning and delivery of a wide and varied enrichment and learner voice programme through workshops and activities to support student health and wellbeing, employability, personal and social development, such as equality, diversity, British Values, resilience, emotional and mental wellbeing, financial capability, digital literacy, safeguarding (including Prevent) and health and wellbeing. 14. Collaborate with cross college staff including curriculum, inclusive learning, residential, careers, enrichment and counselling staff. 15. Maintain accurate and timely records on Onefile and Pro-monitor as applicable. 16. Liaising and organising the End Point Assessment with EPA organisations for a successful journey from Gateway to EPA. |
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| **COLLEGE DUTIES** |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
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| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
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| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
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| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
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| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.   * You role model and promote the College values: * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
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| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**Location of work**

**This is a field based role.**

Provision in terms of hot-desking will be provided at the Preston campus but also available at any of the college’s sites. Although technology will be utilised to its full effect, part of the role will also require visits in the workplace to employers and apprentices. Visits will be identified within the apprentices training plan. Travel and subsistence policies and procedures will apply to this role.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team and independently (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI)  Good organisation & planning skills (A/I) |  |
| ***Attainments*** | |
| GCSE English / Maths at Grade C/4 or above (or an equivalent standard) (A/I).  Educated to Level 3 eg BTEC, NVQ, A level or equivalent.  Evidence of innovation, enthusiasm, flexibility and commitment to supporting apprentices to overcome barriers to progression and success. (A/I)  Familiarity with using Microsoft applications. (A/I)  Experience of working with young people and adults be able to understand their range of issues within an educational setting. (A/I)  The ability to coach and mentor young people and adults to achieve the best they can be (including setting SMART targets). (A/I)  Good understanding of the issues around student support and safeguarding and the commitment to be flexible and innovative. (A/I)  Knowledge of current issues within Further Education / Apprenticeships (A/I)  The ability to effectively communicate with a range of stakeholders. (A/I)  Good organisation and planning skills (A/I) | Experience of delivering personal development or curriculum activities with learners (A/I)  Degree.  Teaching qualification.  Familiarity of the Onefile Learning Hub  Experience of working or liaising with a range of support agencies.  Knowledge of End Point Assessment & EPAOs.  Familiarity with using student tracking systems and software.  Other qualifications or training related to student support or working with young people.  Understanding of ESFA Apprenticeship funding rules.  Experience of working within the Landbased sectors.  Sound understanding of apprenticeship Standards (A/I)  . |
| ***General Intelligence*** | |
| Ability to communicate at all levels (I)  Methodical working practices (A/I) |  |
| ***Special Aptitudes*** | |
| Energetic, innovative, flexible and fully committed to helping students to full access and engage with their learning programme, positively progress and succeed. (A/I)  Ability to converse and communicate confidently in a range of situations. (A/I) |  |
| ***Interests*** | |
| Interest in the work of students and ways in which College administration can improve the student experience (A/I)  Empathy with education (A/I) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence (A/I |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Apprenticeship Progress Coach  Arboriculture | Apprenticeship & Workforce Development |
| **SALARY** | HOURS OF WORK |
| £22,602 - £25,081 full time equivalent per annum, pro rata relating to qualifications and experience | 0.5 (2.5 days) |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 31 days holiday plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2024) (based on actual NOT FTE)  Contribution rate %  Up to £17,600                     5.5%  £17,601 to £27,600          5.8%  £27,601 to £44,900 6.5%  £44,901 to £56,800 6.8%  £56,801 to £79,700 8.5%  £79,701 to £112,900 9.9%  £112,901 to £133,100 10.5%  £133,101 to £199,700 11.4%  £199,701 or more 12.5%  20.2% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |