

**Buxton and Leek College (part of University of Derby)**

**Job Description**

# **Job Summary**

## **Job Title**

Team Leading Apprenticeship Instructor/Mentor

## **College/Department**

Further Education Division

## **Location**

Buxton, Leek, Derby and Regionally

## **Job Reference Number**

0034-21

## **Salary**

£28,331 to £39,152 per annum, pro rata

## **Reports To**

Operations Manager / Curriculum Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

To support the practical technical, vocational and associated learning for apprentices and, where necessary, support their individual learning needs and progress monitoring both in the workplace, at alternative venues, on College/University premises or online. This will include the provision of work and learning mentoring and coaching and the recording of formal and informal records of progress in on and off the job training.

## **Principal Accountabilities**

1. To plan and deliver practical, technical vocational and associated theoretical learning activities for apprentices including training, support for learning and assessment using a variety of methods both on and off the job.
2. Prepare suitable learning materials for a range of activities to develop the students’ knowledge, skills and behaviours linked to relevant apprenticeship standards or frameworks
3. Demonstrate tasks and processes to individuals and groups
4. Provide instruction to the specified standards and provide feedback to students on progress through written and online methods, coaching for high expectations of progress and attainment.
5. Provide individual and group mentoring for apprentices to ensure that apprenticeship candidates are selected appropriately and are matched to the needs of the employer.
6. Supervise groups of apprentices undertaking knowledge and skill acquisition through scheduled off the job learning activities, project work or while on work placement
7. Assess knowledge and skills acquisition using a variety of assessment methods including individual coaching techniques to accelerate the learning of knowledge, skills and behaviours
8. Provide specific learning support to apprentices as required and ensure that learning support records are kept up to date
9. Work with groups of apprentices or individuals to prepare them for external qualification and end-point assessment according to the requirements of the relevant apprenticeship
10. Complete all associated internal, employer and external documentation and track the students’ progress, including recording apprentice data on attendance and achievement using prescribed records systems, both manual and online.
11. Ensure that any assessment carried out is completed to the standards laid down by the awarding body and the College Quality Assurance systems
12. Integrate the development of English and Mathematics skills, including their integration into broader learning activities linked to both on and off the job activities
13. Monitor attendance of apprentices at prescribed off the job learning activities, ensuring that records systems are updated as required and employers are kept informed.
14. Ensure that apprentices are coached to behave in a professional manner at all times to a high standard of safety in the workplace and during off the job activities.
15. Work with liaison and business development teams and independently to develop new business opportunities to increase employer engagement and apprentice uptake and progression.
16. To undertake any other duties which may, from time to time, reasonably be required within the general level of responsibility.

**General Duties**

1. Achieve personal and team targets for recruitment, progress, completion and achievement or apprentices within designated durations
2. To take an active role in the mentoring and progress of apprentices, providing a liaison between the apprentice, their employer and the off the job training provider.
3. Take an active part in the College and University’s Staff Development Programmes
4. Take an active role, when required, in all curriculum management activities, including open days, recruitment events and external moderation activities.
5. To understand and comply with the University’s Equality and Diversity Policy.
6. To comply with copyright, software licensing legislation and related University procedures.
7. To ensure that the College’s quality assurance procedures are adhered to and additional action taken where necessary.
8. To comply with the requirements of Safeguarding Children and Vulnerable Adults, Health and Safety, Quality and other University policies including Risk Management.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Hold or be willing to undertake a Level 5 teaching qualification
* Level 2 Qualifications (either in Functional Skills or GCSE A-C/4-9) in both English and maths or a willingness to achieve within an agreed timescale
* Team Leading qualification at level 3 or higher

#### **Experience**

* Significant industrial or commercial experience within a Team leading or business sector
* Demonstrable evidence of ability to engage with learners to support high quality learning outcomes

#### **Skills, knowledge and abilities**

* Highly developed communication skills
* Ability to use own initiative
* Ability to work effectively on your own and with a small team
* Well-developed administrative and organisational skills
* Ability to work flexibly within a team
* Good time management skills

#### **Business requirements**

* A commitment to the principle of widening participation
* A commitment to continued professional development
* A commitment to College and University values and behaviours
* A willingness to work across College sites and externally
* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner
* Ability to work evenings, weekends and during holiday periods

### **Desirable Criteria**

#### **Qualifications**

* Business Technical qualification at level 4 or higher

#### **Experience**

* Experience of teaching team leading in the workplace
* Experience of Internal and External Verification processes
* Practical experience of promoting equality and diversity

#### **Skills, knowledge and abilities**

* Time-served apprentice

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)