


<b>Title</b> Apprenticeship and Traineeship Coordinator	<b>Department</b> Community Learning and Skills Service	<b>Post Ref.</b> (Indicative Grade 5)	
<b>Job Purpose</b>  Coordination and delivery of Apprentices and Trainees through directly coordinating and delivering appropriate Apprenticeship and Traineeships in a variety of settings. To respond to changes in Apprenticeship and Traineeship provision, to liaise with Apprenticeship and Traineeship employers, to lead on the coordination, processes and paper-work needed to support this provision and to support the marketing and delivery of CLASS’s Apprenticeship and Traineeship funded provision. To ensure that the quality improvement systems and processes of the service are consistently applied. To deliver accredited Apprenticeships and Traineeships.			
<b>Key Responsibilities</b>  <ol style="list-style-type: none"><li>1. To coordinate Apprenticeships and Traineeships supporting the development of new Frameworks and Standards</li><li>2. Promoting CLASS’s Apprenticeship and Traineeship offer to employers securing a network of appropriate vacancies</li><li>3. Supporting the new Apprenticeship Levy developments in 2016/17</li><li>4. Acting as CLASS’s Apprenticeships and Traineeships ‘Ambassador’ supporting this new provision with employers, providers, apprentices and trainees and all other appropriate stakeholders.</li><li>5. To assist in the development of the curriculum under the Apprenticeship and Traineeship auspices.</li><li>6. To recruit, select, induct and assess young people and adults leading to the design of their individual learning plans and creating a new process for CLASS to support employers to recruit appropriate apprentices and Trainees.</li><li>7. To be responsible for the training, reviewing, assessment and recording of achievement in line with the Qualification framework and learning programme for the appropriate Apprenticeship and / or Traineeship provision.</li><li>8. Providing learners with appropriate information, advice, guidance, and support.</li></ol>		<b>Key Accountabilities</b>  <ol style="list-style-type: none"><li>1. Involvement in the coordination, development, monitoring and evaluation of the organisation’s Apprenticeships and Traineeships, including researching new Frameworks and Standards, and preparing for the new Levy systems and procedures and quality assurance</li><li>2. Keeping up to date with new legislation, procedures and techniques specifically related to the Apprenticeship and / or Traineeship provision.</li><li>3. Taking reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and where appropriate, safeguarding the health and safety of all persons under his/her control in accordance with the provisions of Health and Safety legislation.</li><li>4. Exercising proper care in handling, operating and safeguarding any equipment or appliances provided and issued by Inspire for the post holder’s individual or collective use in the performance of his/her duties.</li><li>5. To organise and ensure the delivery of the agreed Apprenticeship and /or Learning Programmes to all learners including Schemes of Work and session plans.</li></ol>	

9. Administrative work associated with all coordination, teaching / assessment responsibilities particularly related to Apprenticeships and / or Traineeships. 10. Statistics – provide statistical information as required. 11. To undertake peer assessment and internal verification 12. To participate in personal development, outdoor and residential activities as identified in the learning programme	6. To ensure that all Safeguarding, Prevent and EDI procedures are adhered to and relevant policies and guidelines are followed
<b><i>The post holder will perform any duty or task that is appropriate for the role described</i></b>	
<b><i>Person Specification</i></b>	
<b><i>Education and Knowledge</i></b> <ol style="list-style-type: none"> <li>1. Hold or be working towards a relevant level 4 or above teaching qualification accredited by the QCA (essential)</li> <li>2. Assessor Qualification (essential)</li> <li>3. GCSE A - C or equivalent in Math's and English and ICT qualification Level 3</li> <li>4. Understanding of government funded training programmes in particular the Apprenticeship and Traineeships.</li> <li>5. Knowledge of safeguarding and Prevent policies and procedures</li> <li>6. Knowledge of meeting the Common Inspection Framework and quality standards relating to learning</li> <li>7. Awareness of health and safety issues and knowledge of health and safety legislation</li> <li>8. Knowledge and understanding of Equal Opportunities policies and procedures and methods of widening participation in community learning</li> </ol>	<b><i>Personal Skills and General Competencies</i></b> <ol style="list-style-type: none"> <li>1. Experience and understanding of how to establish and run effective new Apprenticeship and Traineeship provision.</li> <li>2. Experience of excellent employer engagement skills particularly with SMEs</li> <li>3. Ability to effectively liaise with external and internal stakeholders to maximise opportunities when 'selling' Apprenticeships and Traineeships to employers and other key stakeholders.</li> <li>4. Deliver consistently good or better lessons in line with the Common Inspection Framework</li> <li>5. Set an excellent example of customer service for all stakeholders</li> <li>6. Work effectively within a team to plan programme delivery and solve day to day problems</li> <li>7. Continually work to drive efficiency and quality in an educational environment</li> <li>8. Set challenging targets for themselves and their peers to increase performance</li> <li>9. Ability to work on own initiative, organising and prioritising your own work</li> <li>10. Ability to embed maths, English and ICT up to level 2 into the curriculum</li> <li>11. Be able to communicate effectively with a wide range of people.</li> </ol>
<b><i>Experience</i></b> <ol style="list-style-type: none"> <li>1. Experience of improving quality in learning particularly with Apprenticeships and Traineeships.</li> <li>2. Experience of delivering a range of Apprenticeship Frameworks and the new Standards.</li> <li>3. Familiar with the Trailblazer initiatives and the new Apprenticeship Levy.</li> <li>4. Experience of working with young people and adults particularly in delivering Apprenticeship and/or Traineeship provision.</li> </ol>	

<ol style="list-style-type: none"> <li>5. Experience of working with young people and adults with learning difficulties and disabilities</li> <li>6. Experience of delivering and assessing accredited courses which seek to widen participation in Apprenticeships and / or Traineeships</li> <li>7. Experience of and ability to plan, write, deliver and evaluate training sessions for Apprenticeships and / or Traineeships</li> <li>8. Ability to effectively review, monitor and offer guidance and support to young people and adults</li> <li>9. Experience of and ability to work on own initiative, organising and prioritising your own work</li> <li>10. Effective use of ICT within a learning environment</li> <li>11. Experience of effective communication with a wide range of people</li> <li>12. Experience of effective team working and knowledge of what makes a good team</li> <li>13. Ability to work flexibly</li> </ol>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>1. To provide young people and adults with appropriate Apprenticeships and / or Traineeships that meets identified learning goals and outcomes.</li> </ol>	