

Job Description

Role Title: Apprenticeship Trainer - Plumbing, Heating & Gas	Pay Grade: £30,198 - £33,973 Plus £5K Market Supplement
Normal Place of Work: South Bristol Skills Academy, with travel between all college centres and employers within Bristol, Gloucester and Somerset	Line Manager: Head of Department
Normal Working Hours: 37 hours per week	Responsible For: Assessments and workplace training of Plumbing NVQ students

Purpose of Role

- To hold a caseload of plumbing and heating students and visit them in work assessing their professional competencies against the requirements of their NVQ qualifications
- To work with key employers across the city and maintain professional working relationships with key stakeholders.
- To maximise retention, achievement and success of students.
- To ensure that individual learner needs are met in a responsive way

Principal Accountabilities

1. Learner Management and Assessment

- encourage and provide professional and vocational advice to learners reference the most appropriate evidence to collect for their portfolio and/or e-portfolio
- deliver high quality training and carryout competence assessment of learning against agreed action plans
- assess work based evidence, for inclusion in portfolio or e-portfolio, ensuring assessment is to the standards laid down by the awarding bodies and that feedback is given in a timely manner clearly identifying areas for development
- be responsible for the review of learners progress and provide appropriate and timely information and guidance to enable them to succeed
- manage the attendance, retention and achievement of learners against college KPI's
- be responsible for building and maintaining relationships with employers, parents, colleagues and all external organisations and partners
- maintain a caseload of funded learners as allocated by the Head of department
- ensure all learners are visited frequently and ensure that no learners funding is put at risk
- complete diary management and ensure visits are programmed in advance

- j.** monitor and coach all students in line with their job description, adhering to the standards of the study programme
- k.** ensure consistency and fairness throughout all assessment delivery processes
- l.** ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes
- m.** ensure completion of student ILP's, in setting long term goals and short term targets
- n.** positively seek out benchmarks and other measures of success and actively work towards and if possible exceed individual achievement objectives and success measures
- o.** be responsible for moderation and verification at key times throughout the year
- p.** complete administration associated with the role, accurately maintaining relevant tracking documentation and provide reports as required
- q.** ensure student information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion
- r.** participate in the annual self-assessment process and ensure quality improvement plans are implemented
- s.** be active in the marketing and promotion of provision including contributing to marketing materials and attending promotional events

2. Safeguarding and Welfare

- t.** ensure a learning environment in which students feel safe and supported and be accountable for own safety and that of colleagues/visitors to the workplace
- u.** undertake relevant health and safety on students environments and work places
- v.** be responsible for ensuring that the activities under your control are conducted in accordance with the Safeguarding and Health and Safety requirements of the College's current policies and procedures
- w.** ensure you promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with

3. Continuous Professional Development (CPD)

- x.** undertake CPD in line with college policy and competency framework
- y.** reflect critically on own teaching practice, materials and strategies used and how your performance can be improved
- z.** actively contribute to your annual performance review/appraisal and the continuous improvement of yourself and others in your team

4. Other

- aa.** ensure you apply and understand the policies and working practices of the college

- bb. take responsibility in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions
- cc. ensure personal conduct complies with the requirements of the financial regulations
- dd. undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the College's sites

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Employers and stakeholders who work in partnership with the college	Maintain regular contact to inform employers of their apprentice's progress and participation in apprentice reviews. To develop the relationship so that employers choose City of Bristol College as their primary place to send employees for training
Lecturers and support staff	Share good working practices with peers. Discuss apprentice's progress with teachers as part of review cycle. Discuss and arrange additional learning support through support services within the college.
Head of Department	Participate in team and 1:1 meeting. Developing employer engagement and apprenticeship retention and growth

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged

- To undertake other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
NVQ Level 3 or City and Guilds Advanced Certificate in Plumbing & Heating	✓	
Up to date CCN1, CENWAT, CoNGLP1 PD, MET1 gas qualifications	✓	
Level 2 Maths & English qualifications	✓	
The applicant should hold a recognised assessor qualification (D32, D33, A1, TAQA Level 3) or willingness to work towards a recognised assessor qualification specified by the College within a reasonable time scale.	✓	
IQA qualification		✓
Knowledge and Experience		
Minimum 5 years relevant industry experience and competency in Plumbing & Heating	✓	
Ability to write brief objective reports to encourage individual development.	✓	
An understanding of the NVQ systems and assessment procedures through to qualification		✓
Knowledge of awarding bodies qualifications, schemes and their internal & external verification requirements i.e. City & Guilds		✓
Understanding of modern apprenticeship frameworks, standards, qualifications and industry expectations		✓
Experience of working with young people in the work place	✓	
Experience of assessing in a work based environment and delivering qualifications in a work based environment.		✓
Experience in training or teaching within an organisation,		✓
Skills and Abilities		
Good presentation skills	✓	
Strong communication skills	✓	
IT literate. Must be able to demonstrate confident and efficient use of Word, Excel and e mail.	✓	
Able to deliver courses using eLearning technology or willingness to develop	✓	
Ability to communicate about individual performance, both verbally and in writing.	✓	
Input into individual development plans and action plans.	✓	
Work effectively in a team	✓	
Able to plan own work and achieve deadlines, involving good time management skills	✓	
Able to work on own initiative	✓	
Access to a car and able to work flexibly to meet the demands of the job role.	✓	

