

Job Description

JOB TITLE:	Apprenticeship Support Officer
HOURLY RATE/SALARY:	Scale H – Point 19 (£26,336)
REPORTS TO:	Head of Curriculum -Apprenticeships
CAMPUS:	Langley
HOURS:	Full time established – 37 hours per week
JOB PURPOSE:	To offer day-to-day support to all apprentices and employers supporting them with core studies. You will also be responsible in managing and tracking learning hours for all apprentices.

Main Duties: N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

- 1) To develop and deliver mentoring schedules for safeguarding, Prevent, British values and equality and diversity for focused sessions to all apprentices.
- 2) Proactively work with skills coaches, tutors, employers, and the apprenticeship team to ensure timely apprenticeship completion.
- 3) To monitor, check, track and support all apprentices to achieve the 'off the job' training hours by aiding relevant team members.
- 4) Contribute to behaviour management of the apprentices, including attendance, in line with college policies and take the corrective action in conjunction with the Assistant Principal for Apprenticeships and Head of Curriculum – Apprenticeships.
- 5) Monitor Apprentice attendance and punctuality for Apprenticeship and Functional Skills, providing timely reporting to employers and managers on a daily, weekly, and monthly basis, as required/requested.
- 6) To be first point of contact for all apprentices, line managers/employer queries, and where relevant liaising with parents/carers as required for apprentices under 18 years of age.
- 7) Participate in ensuring the safeguarding of children and vulnerable adults, ensuring that the duty of care for the apprentices is always maintained.
- 8) To support in administering the sign up and delivery of functional skills, working closely with the tutors to ensure successful completion of functional skills.
- 9) To support Apprentice's with additional learning needs, ensuring the relevant documentation is completed, working closely with tutors, skills coaches, and Learning Support team.

- 10) To liaise regularly with the college's safeguarding and ALS teams to ensure apprentices are supported throughout their learner journey.
- 11) Make proficient use of EBS, the online portfolio system, and other centrally approved systems to support accurate and timely maintenance of students' records.
- 12) Contribute to data collection for audit purposes, as required.
- 13) Undertake training for professional development/updating when required.

Any other duties commensurate with the grading of this post as may be required from time to time.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 Maths	X		AF
Appropriate Degree and/or vocational qualification or equivalent (please state this in your application)		X	AF
			AF
EXPERIENCE			
Proven experience of working with Apprentices, employers or in an Apprenticeship based office	X		AF / IV
Proven experience of working with awarding bodies, EPAO's and curriculum teams.		X	AF / IV
Working with students of differing levels of ability and backgrounds. Experience and knowledge of Additional Learning support for Apprentices		X	
Knowledge and evidence of ongoing curriculum development and managing the learning process		X	
SKILLS, KNOWLEDGE AND ABILITIES			
Be highly organised, methodical and have a flexible approach to working practices	X		AF
Proven ability to use Microsoft Office, Word, Outlook and PowerPoint	X		AF
Proven ability to work independently and as part of a large team, including the ability to team teach.	X		AF
Demonstrable excellent oral and written communication skills.	X		AF