

## **Apprenticeship Educator - School of Engineering and Computing - Grade G**

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### Job Description

#### **Purpose**

To work with course teams, learners, and employers in the provision of apprenticeship programmes, including recruitment, retention, and achievement in line with the University and the Institute for Apprenticeship and Technical Education standards.

To guide & support, monitor and assess both employers and apprentices throughout the degree apprenticeship journey and to contribute to the activities of the school and university with regards to the delivery and compliance of degree apprenticeships

#### **Duties**

1. To ensure quality provision of learning and competence/skills development opportunities within the apprentice workplace, reflecting the academic curriculum and apprenticeship standard.
2. To support, review and assess the apprentices learning and competence/skills development, reflecting the academic curriculum and apprenticeship standard.
3. To work with course leaders, course teams and employers to support the apprenticeship programme including recruitment, induction, delivery, and End Point Assessment.
4. To provide relevant support to apprentices for their individual health & wellbeing and be able to raise safeguarding concerns.
5. To provide relevant support to apprentices for their academic, personal and career development
6. To provide support, deliver training & development for employers and their workforce reflecting the academic curriculum and apprenticeship standard.
7. To maintain accurate records and provide data utilising university systems e.g. OneFile, Starfish etc. of apprentice progress, interactions, interventions and support,
8. To work collaboratively with university teams to ensure compliance with ESFA, OfS, IFATE, OFSTED and other regulatory organisation
9. Maintain constructive relationships with all external stakeholders and attend appropriate fora promote excellence in the support of apprentices.
10. To contribute to the overall Continuous Course Enhancement process including School Self Assessment Report (SAR) and Quality Improvement Plan (QIP)
11. To contribute to the activities of the School and University with regards to marketing and business
  1. development
12. Any other duties commensurate with role as requested by line manager.

### Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Recent contemporary, and evidence based experience in engineering and/or computing professional practice (Application/Interview)
- Experience of teaching, delivering workshops/ presentations using a variety of interactive approaches particularly in work-based settings (Application/Interview)
- Recent experience in supporting colleagues/staff/ learners to develop as professional practitioners, and in assessment of competence (Application/Interview)
- First degree (Honours preferred in specific engineering and or computing related subject) (Application)
- Maths & English- Level 2 (Application)
- Evidence of ability to plan own workload and organise collaborative working arrangements with a successful record of working to deadlines (Application/Interview)
- Evidence of ability to take a range of approaches to assist colleagues/learners to better engage, progress and succeed. (Application/Interview)
- Evidence of ability to carry out assessment of knowledge and skills undertaken in the workplace specific to learning outcomes. (Application/Interview)
- Evidence of accurate record keeping, and data handling (Application/Interview)
- Evidence of effective written and verbal communication including report writing experience (Application/Interview)
- Evidence of ability to work independently and within the team (Application/Interview)
- Evidence of IT skills and social media skills, e.g., Microsoft (Application/Interview)
- Must have the ability to travel to different locations as per job requirements (Interview)
- Understanding of and commitment to maintaining confidentiality and appropriate professional boundaries (Application/Interview)
- Demonstrable commitment to continuous professional development (Application/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview)

### **Knowledge, Skills, and Behaviours (Desirable)**

- Admissions experience (Application/Interview)
- Recent experience of delivering development sessions, support, or coaching (Application/Interview)
- Experience in participation of Audit and/or Inspection (Application/Interview)
- Support of apprentices in the workplace (Application/Interview)

- Knowledge of Apprenticeship Standards and End Point Assessment (Application/Interview)
- Evidence of teaching at a Further or Higher Education Institution (Application)
- Higher degree (or willingness to undertake) (Application)
- Professional body Membership (Application)
- Teaching qualification (Application)
- Mentoring / Coaching qualification (or willingness to undertake) (Application)
- Safeguarding qualification (Application)