

JOB DESCRIPTION

Vacancy reference:	SRF33541
Post Title:	Apprenticeship Tutor
Grade:	6
School/Department:	Henley Business School/ Executive Education
Reports to:	Senior Apprenticeship Tutor
Responsible for:	Not applicable

Purpose

The post-holder has responsibility for the engagement of students and their employers with apprenticeship programmes and maximising students' progress and achievement.

Main duties and responsibilities

- Act as the main point of contact for students ensuring that students have an accurate view of the programme and its delivery arrangements, and that students are appropriately safeguarded.
- Participate in programme delivery, notably: Involvement in induction; leading, on-campus and remotely, scheduled learning reviews and assessment with students in the workplace; provide support and guidance in the development, review and maintenance of a learning plan that underpins the student's apprenticeship programme.
- Support both face-to-face and on-line study including facilitating: Reflection; the undertaking of personal development; effective learning skills; directing students to resources and learning portals.
- Provide pastoral support to maximise each student's' engagement with their apprenticeship programme.
- Facilitate progression and achievement of allocated students/cohorts by:
 - Reviewing progression and achievement data;
 - monitoring implementation of the learner commitment statement including the employer's commitment to providing time for off-the-job activity;
 - liaison with the line-manager and others in the employing organisation to support the implementation of knowledge in the work-place and development of skills and behaviours;
 - recording progress and achievement;
 - advising on the development of the portfolio and towards and preparation for the gateway and end-point-assessment.
- Identify students at risk of not progressing and/or achieving and work with the employer and Henley colleagues to implement remedial actions.

- Communication as required with the employing organisation's human resource/organisation development in liaison with Henley's account manager for that employer.
- Liaise with the Programme Director(s) and academic staff to ensure high levels of integration between delivery of the academic programme and development of skills and behaviours; attending workshops as required and appropriate.
- Use data to benchmark progress and achievement of both students and cohorts of students and identify and act on trends as appropriate.
- Work with programme administration colleagues to ensure that enrolment is effective, programme records are complete and activities compliant with ESFA, EPAO and employer requirements.
- Foster and maintain good working relationships with external stakeholders including employer clients and end-point-assessment organisations.
- Work constructively across teams to improve services and professional practice.
- Maintain and develop own knowledge in order to improve practice and maintain contractual compliance; attend training and development sessions.
- Share good practice across the team of Apprenticeship Tutors.
- Use judgement and effective communication to determine when to escalate issues to the senior apprenticeship tutor and/or other colleagues.

Supervision received

The post holder will receive guidance from, and will work closely with, the senior apprenticeship tutor.

Supervision given

None

Contact

The post holder will have regular contact with:

- Students and clients (line managers, organisational development representatives, HR etc)
- Academics, administrative, account management and business development staff within Henley Business School
- End-point assessment organisations

Terms and conditions

Full-time permanent post, which requires the post holder to work at both the Whiteknights (Reading) and Greenlands (Henley-on-Thames) campuses as well as travel to clients' and partners' sites. The post-holder will be the subject of Disclosure and Barring Service check.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Job Title	School/Department
Apprenticeship Tutor	Henley Business School

Criteria	Essential	Desirable
Skills required	<ul style="list-style-type: none"> On and off-the-job progression and achievement of apprentices/students undertaking work-based, vocational-learning programmes Communicate effectively in visual, oral and written format Deal with line-managers of employer clients Deal with students in a compassionate, pragmatic and inspiring manner 	<ul style="list-style-type: none"> Skills and experience of working in an apprenticeship context
Attainment	<ul style="list-style-type: none"> One or more of the desirable attainments 	<ul style="list-style-type: none"> Level 6 qualification in management and/or leadership, or equivalent management experience Level 3 award/certificate in assessment and or learning and development Level 4 diploma in learning and development Teaching qualification
Knowledge	<ul style="list-style-type: none"> Safeguarding and prevent legislation and requirements Apprenticeship standards Concepts and principles of work-based learning Microsoft Office VLEs in a work-based learning context 	<ul style="list-style-type: none"> Reporting systems in a skills, FE or HE context Knowledge of Canvas or similar VLEs

Relevant Experience	<ul style="list-style-type: none"> • Apprentice/student support and/or assessment • Skills, FE or HE operational delivery 	<ul style="list-style-type: none"> • Ofsted or similar quality improvement frameworks • Pastoral/coaching/mentoring • ESFA or similar regulatory/compliance environment • Careers guidance
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Completed by: Drew Thomas	Date: June 2019
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