

**COLEG CAMBRIA**

### JOB DESCRIPTION AND PERSON SPECIFICATION

### Job Title: Work Based Learning Practitioner

### Reports to: TBC

**Salary range: BS 28 - 33**

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**Main Purpose of Job:-**

* To provide a range of services in support of delivery and assessment on NVQ or similar work-based programmes

**Responsibilities and accountabilities:**

* To assess the full range of qualifications within the relevant subject area in line with Awarding organisation requirements linked to skills and occupational competence.
* Work with a caseload of learners determined by the relevant college caseload formula
* To conduct Training Needs Analysis for learners, enrolment on appropriate courses and provide coaching, mentoring and learning opportunities.
* Delivery of underpinning knowledge sessions on work based learning qualifications only to learners either on a 1-1 or workshop basis (recommended maximum group size 8)\*
* To carry out initial assessments using WEST as part of the induction process
* Deliver a Robust Induction and develop Individual Learning plans
* To monitor learners’ progress towards qualifications, give them constructive feedback and guide them to prepare an e-portfolio of evidence.
* To assess learner portfolios and present completed portfolios for internal quality assurance.
* To address underpinning knowledge requirements as appropriate.
* To support learners to develop skills in Wellbeing, Prevent and Welsh as a Workplace skill .
* To support and prepare learners for Essential Skills.
* To design suitable learning opportunities for individuals and groups of colleagues.
* To develop assessment methodology and documentation including learning materials and workbooks including digital resources.
* To use the college tracking systems to monitor and log learner progress and attainment.
* To liaise with awarding organisations regarding standards, learning materials, learner registration and certification, etc.
* To liaise with employers regarding learner performance and progress.
* To participate in the continuous development of employer engagement and communication mechanisms.
* Supporting employer engagement and marketing activities.
* To carry out preparation work in anticipation of external verifier visits.
* To take part in internal quality assurance activities as required.
* Work to the Educational Workforce Code of Professional Conduct and Practice.
* Undertake a minimum of 30 hours Continuous Professional Development per year\*\*

\*Please see attached annex which needs to be view with this job description

\*\*Support will be provided to fractional employees to complete 30 hours CPD including TOIL or Overtime if required.

**Miscellaneous:**

To safeguard and promote the welfare of children, young people and adults at risk who are students of the College

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you, such agreement should not be unreasonably withheld.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: …………………………………………… Date………………….

**POSTHOLDER**

Signed: ……………………………………………. Date…………………..

**HR Advisor**

**Person Specification**

| **Attributes** | **Item** | **Relevant Criteria** | **How Identified** | **Essential/****Desirable** |
| --- | --- | --- | --- | --- |
| 1 | Qualifications | 1.1 | A professionally relevant qualification at minimum of Level 3 or equivalent | A/C | Essential |
| 1.2 | Possess or be willing to work towards an assessors qualification (TAQA)  | A/C | Essential |
| 1.3 | Possess or be willing to work towards a Quality Assurance qualification (Currently 401 TAQA Unit).  | A/C | Essential |
| 1.4 | Further coaching or teaching qualification. (Eg: PTLLS) | A/C | Desirable |
| 1.5 | Level 2 English and Maths qualifications (or equivalent) at Grade 4 (C) or above.  | A/C | Essential |
| 1.6 | Possess or be willing to work towards a Digital Literacy Level 2 qualification  | A/C | Essential |
| 2 | Relevant Experience | 2.1 | Proven industry experience within a professionally relevant area | A/I | Essential |
| 2.2 | Experience of working with awarding organisations | A/I | Desirable |
| 2.3 | Experience of liaising and partnering with external managers in industry | A/I | Essential |
| 3 | Specialist Knowledge & Memberships | 3.1 | Able to demonstrate a commitment to the maintenance and development of quality standards within education | A/I | Essential |
| 3.2 | Registration and continuing membership of the Education Workforce Council (EWC) on appointment of role. | A/I | Essential |
| 3.3 | **\*\* Please insert any specialist professional memberships eg: CIPD, CIMA etc here.\*\*\*** | A/I/C | **Essential/Desirable** |
| 3.4 | Able to communicate and deliver learning fluently through the medium of Welsh | A/I/T | Desirable |
| 4 | Skills & Abilities | 4.1 | Competent in a range of digital technologies tools and applications, including Google and Microsoft products. Proactive with new technologies and developments.  | A/I | Essential |
| 4.2 | Able to work as part of a wider team and be flexible and adaptable when required | A/I | Essential |
| 4.3 | Able to plan and manage own workload, ensuring deadlines are met. | A/I | Essential |
| 4.4 | Excellent organisational skills | A/I | Essential |
| 4.5 | Excellent time management skills | A/I | Essential |
| 4.6 | Excellent communication skills both written and verbal | A/I | Essential |
| 4.7 | Able to demonstrate personal resilience in order to cope with a range of difficult situations | A/I | Essential |
| 4.8 | Proactive and self-motivated. | A/I | Essential |
| 4.9 | Takes personal responsibility for delivering quality work. | A/I | Essential |
| 4.10 | Identifies opportunities to improve and develop existing practices. | A/I | Essential |
| 4.11 | Demonstrates through actions commitment to the Vision, Mission, Core Values and Behaviours. | A/I | Essential |
| 4.12 | Willing to undertake individual company inductions and be willing to comply with health and safety regulations at individual Employer premises.  | A/I | Essential |
| 5 | Attitudes and beliefs  | 5.1 | A commitment to the college’s culture which places people at the centre of everything we do. | A/I | Essential |
| 5.2 | A commitment to the established ethos of the organisation as a partnership between learners, colleagues, governors, employers, parents and other stakeholders. | A/I | Essential |
| 5.3 | The continuous pursuit of high standards and excellence in all services provided by the organisation. | A/I | Essential |
| 5.4 | A commitment to ensuring that all members of the organisation are valued, motivated and encouraged. | A/I | Essential |
| 5.5 | The promotion of high professional, moral and personal standards in all aspects of the organisation, subscribing to the Nolan Principles. | A/I | Essential |
| 5.6 | A demonstrable commitment to equality and diversity. | A/I | Essential |
| 5.7 | An empathy and appreciation of Welsh culture, language and heritage. | A/I | Essential |
| 5.8 | The belief in upholding a strong organisational brand and reputation. | A/I | Essential |
| 6 | Special Requirements | 6.1 | Must have access to transport and be able to travel to employer sites on a daily basis | A/I | Essential |
| **Key:** | **How Identified** | **A** | Application |
| **I** | Interview |
| **T** | Test |
| **C** | Copy of Certificates |
| **P** | Presentation |