



Apprenticeship Instructor

**Business Administration Level 2 Framework & Business
Administration Level 3 Standard**

(This is a temporary appointment to cover the maternity absence of a member of staff)

**Hours of Work: 25 hours per week to be worked Monday to Friday, term-time only.
Salary: £10,704 - £14,201 per annum (depending on relevant qualifications and experience)**

We are looking to recruit a suitably qualified Apprenticeship Instructor to teach and assess, preferably with a proven ability to deliver to apprentices of all ages delivering within both classroom and workplace environments. Ideally candidates should have subject specific knowledge/qualifications relevant to the area of Business Administration.

The successful applicant will be able to teach with creativity and innovation. They should also be able to deliver Apprenticeship Programmes to young people and adults who are aspiring to have a career in Business Administration.

The successful candidate will be required to undertake an enhanced Disclosure & Barring Service check.

Thank you for showing an interest in our vacancy. To assist you with your application, please find detailed below a list of information contained within this recruitment pack:

Job Description
Person Specification
Summary of the terms and conditions of employment
Information about Portsmouth College
Instructions for your application



Job Description

Principal Responsibilities/Duties:

As an Apprenticeship Instructor you need to plan and deliver learning across any programmes you deliver on to at least a good standard. You need to support, engage and stretch your apprentices in such ways as enable them to meet or exceed their target grades. You must set, assess and give feedback on a suitable quantity and quality of apprentices work in a timely fashion, so as to help apprentices make good or better progress. You must help your apprentices meet awarding body requirements for qualifications and end point assessment. You must do all you can to meet or exceed College achievement rate targets. You need to aspire to achieving outstanding results in the subjects you are delivering.

Key Accountabilities

The aspects detailed below are the key areas that an Apprenticeship Instructor will be accountable for:

- Preparing schemes of work, resources and learning that will engage and stretch your apprentices, including the development of e-learning resources
- The quality of the apprentice experience in your lessons
- The volume, timeliness and quality of apprentice assessment and feedback to enable progress and success
- Support and interventions to ensure good or outstanding apprentice progress
- Along with your apprentices themselves, meeting minimum target grades
- The achievement of outcomes and retention which meet or exceed targets set
- Accurate and timely register completion
- Taking a proactive approach towards your own professional development
- Liaison with parents/carers/employers and other staff to ensure apprentice progress

Specific Key Responsibilities

Key responsibilities for the role are linked to the apprentice journey as follows:

Apprentice Recruitment

Contribute to the on-going recruitment of apprentices including via:

- Open Evenings and other apprentice team recruitment activities
- Employer engagement
- Subject information preparation
- Health & Safety Checks & Visits
- Shortlist supporting

Enrolment

Active engagement in the enrolment of apprentices on to appropriate programmes by contributing to a range of enrolment processes including:

- Keeping up to date with the latest study programme and entry requirements for apprentices
- Subject enrolment interviewing as required
- Accurate completion of all enrolment paperwork
- Initial programme checking and sign offs

Induction

Ensuring apprentices are settled onto courses you deliver and are being helped to make early progress, via:

- Initial diagnostic assessments, ensuring apprentices are placed on appropriate qualifications including through the use of BKSB software



- Ensuring an appropriate initial skills based induction programme is delivered through your lessons and supported by them
- Early development of the core skills needed on programmes
- Transition from level 1 to 2 and 2 to 3

Teaching, Learning and Assessment for Learning

Ensuring apprentices are receiving a high quality teaching and learning experience via:

- Preparing schemes of work, resources and learning that will engage and stretch your apprentices, including the development of e-learning resources
- The quality of the apprentice experience in your lessons
- The volume, timeliness and quality of apprentice assessment and feedback to enable progress and success
- Support and interventions to ensure good or outstanding apprentice progress
- Active involvement in the sharing of good practice
- Taking risks and innovating
- Active engagement with learning observations and peer observations
- Curriculum development
- Accurate use of the e-portfolio
- Accurate and timely register completion
- Taking a pro-active approach towards your own professional development
- Liaison with parents/carers and other staff to ensure apprentice progress
- Deliver the Hairdressing Customer Care programme to Haha apprentices

Tracking and Intervention

Ensuring apprentices are on course to succeed and if they aren't, that timely and appropriate interventions are in place and being monitored via:

- Regular academic 1-2-1 completion leading to timely RAG production
- Completion of timely progress reviews
- Along with your apprentices themselves, meeting minimum target grades
- The achievement of outcomes and retention which meet or exceed targets set
- Attendance and retention monitoring and reporting to line manager and employers
- Liaison with employers
- Value added monitoring
- Along with your apprentices, taking responsibility for achievement rates on the courses you deliver on

Achievement

Ensuring a consistent focus on maximising apprentice achievement, retention and achievement rates, so that targets are being met via:

- SMART target setting with apprentices
- Monitoring of progress against targets
- Ensuring adequate exam preparation
- Ensuring timely coursework completion
- End Point Assessment preparation

Support and Progression

Ensuring apprentices are receiving the support they need to succeed and progress via:

- Enabling independent learning, including via online teaching and learning materials
- Differentiation of learning materials and approaches to meet the needs of a range of apprentices
- Raising welfare and safeguarding issues with your line manager or the Safeguarding Officer



- Use of Smart Assessor online portfolio as appropriate
- Workplace visits

Employer Engagement

Employer engagement is key to the success of apprenticeships and for this role you are expected to develop and maintain excellent working relationships with employers by:

- Contacting employers on a fortnightly basis via phone or e-mail
- Visiting employers once a month in the first six months of the apprenticeship, reducing to once every two months after the first six months
- Recording employer visits and contacts on Smart Assessor.
- Actively promoting new apprenticeship and business development opportunities with existing or new employers
- Link selling Portsmouth College the services such as CPD development, work experience and adult education courses

General

- To provide a high level of customer service to apprentices, learners, staff and visitors
- To fulfil your duty not to discriminate against apprentices/learners or potential apprentices/learners or staff
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- To comply with the College Equality, Diversity and Inclusion Policy
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions are in place for those who persistently do not adhere to this requirement.
- Any other duties as may be reasonably allocated from time to time by the Principal.

Person Specification

Candidates are invited to provide evidence of the qualifications, experience, skills and qualities listed.

Apprenticeship Instructor

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • To hold a suitable qualification linked to the sector area • PTLLS or working towards a teaching qualification 	<ul style="list-style-type: none"> • A relevant higher degree • Assessors Award • Relevant teaching qualification
Experience	<ul style="list-style-type: none"> • Proven track record of successful teaching of young people and adult learners • Experience of working within a business administration environment 	<ul style="list-style-type: none"> • Relevant subject specific knowledge relevant to the Teaching and Learning sector



<p>Professional knowledge and Skills</p>	<p>Awareness of curriculum developments across the provision</p> <p>Applicant should have:</p> <ul style="list-style-type: none"> ● Good practical I.T. teaching skills ● Ability to confidently relate well to learners of all abilities ● Ability to differentiate for ability levels ● Excellent communication skills ● Commitment to safeguarding and learner support 	
<p>Other attributes</p>	<p>Applicants should be smartly creative, i.e.:</p> <ul style="list-style-type: none"> ● approachable, positive and highly student centred ● an effective team member who is collaborative ● self-motivated and show initiative ● keen to establish the highest possible standards ● Equality and Diversity aware and actively promotes E&D fully ● imaginative, creative and innovative ● able to problem solve and stay calm ● responsive to individual student needs; a good role model for them ● reliable, professional and trustworthy, and a good college ambassador ● well organised with very good time management skills ● willing to participate and share in training, curious and keen to learn ● self-aware and emotionally intelligent ● persistent and conscientious ● willing to contribute to the broader professional, social and enrichment aspects of College life. ● have a sense of humour and enjoy their work and encourages fun ● resilient, anticipates and prevents problems ● respectful of our student and colleagues and treats others well ● 	

Principles for Recruitment

- We aren't afraid to appoint people who are smarter and more knowledgeable than we are.
- We don't recruit people we can't learn from or be challenged by.
- We seek to appoint people who will add to our product *and* our culture.
- We don't recruit people who won't contribute well to both.
- We seek to appoint people who will get things done.
- We don't recruit people who just think about problems.
- We seek to appoint people who are enthusiastic, self-motivated, and passionate.
- We don't recruit people who just want a job.
- We seek to appoint people who inspire and work well with others.
- We don't recruit people who prefer to work along.
- We seek to appoint people who will grow with your team and with the company.
- We don't recruit people with narrow skill sets or interests.
- We seek to appoint people who are well rounded, with unique interests and talents.
- We don't recruit people who only live to work.
- We seek to appoint people who are ethical and who communicate openly.
- We don't recruit people who are political or manipulative.



Conditions of employment

1. This is a temporary 25 hours per week appointment, to be worked Monday to Friday, College term-time only. Exact working hours will be discussed with the successful candidate, but will be worked over 5 days.
2. This is a temporary position, for up to one year, to cover the maternity absence of a member of staff in the department. Should they return to work earlier, we will officially write to you giving you one months' notice to end this temporary contract.
3. The successful candidate will have their salary assessed, depending on relevant experience and qualifications and will be appointed on the Apprenticeship pay spine, between £10,704 and £14,201 per annum (full time salary rate: £18,637 - £24,727 per annum). Salary is paid in 12 equal instalments and is paid monthly directly into a bank or building society.
4. The post holder will automatically become a member of the Teachers' Pension Scheme, but will have the opportunity to opt out.
5. This is a part-time, College term-time only position and term dates may vary to that of local schools. You are not entitled to take holiday during the college terms, you will receive payment for holiday and this will be paid to you in equal instalments over the year.
6. Sick leave is in accordance with the procedures laid down by Portsmouth College.
7. This post is subject to a probationary period of up to six months. We view probation as a supportive process but if performance is not satisfactory it could lead to the termination of the contract.

Instructions for applying

If you would like to apply for this position, please complete a College application form, which can be downloaded from our website, www.portsmouth-college.ac.uk, or alternatively contact the HR Department on 02392 344 400 for an application form. **CVs alone will not be accepted.**

Please return completed applications to the HR Department as soon as possible.

In addition to a formal panel interview, candidates will be asked to prepare and deliver a 20 minute micro teaching session to a group of apprentices on a subject of their choice.

If you have any further questions, please do not hesitate to contact the HR Department on 023 92 344400.