

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9CLES</b>	<b>Role Title</b>	<b>Apprenticeship Trainer, Assessor &amp; IQA - Residential Childcare</b>
<b>Grade</b>	PS9	<b>Reports to (role title)</b>	<b>Apprenticeship Manager</b>
		<b>Directorate / School</b>	<b>CFLL - Children, Families &amp; Lifelong Learning</b>
<b>JE Band</b>	314-370	<b>Service / Department</b>	<b>Surrey Adult Learning / Apprenticeship Team</b>
		<b>Date Role Profile was created</b>	<b>Mar-24</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>To ensure all learners undertaking a Residential Childcare Apprenticeship and /or Diploma are accessing appropriate learning to enable them to achieve all elements of the standard and pass end point assessment in a timely manner – e.g. Functional Skills, recognised qualifications and end point assessment criteria.</p> <p>To plan and carry out all teaching, learning and assessments to meet the Apprenticeship and/or Diploma standards. Carrying out progress reviews and monitoring that learners are making expected progress against their targets. Providing feedback to learners to support their development.</p> <p>The post holder is also responsible for monitoring and supporting trainer/assessors for the Residential Childcare apprenticeships and diplomas, carrying out all Internal Quality Assurance checks to meet quality assurance requirements. They will develop training material and scheme of works to cover the subjects offered, observe assessors and provide oral and written feedback on performance. Responsibilities include developing and implementing a sampling plan in line with Awarding Organisation standards and organising and leading on assessor meetings and standardisation activity.</p>
<b>Work Context</b>	<p>Surrey Adult Learning is committed to developing a high-quality apprenticeship programme.</p> <p>Apprenticeships are an important pillar of the government's strategy to increase the skills and productivity of the workforce in England. The policy changes to apprenticeships will create challenges for organisations such as SCC, and there is the need to generate additional capacity to meet the needs of employers and individuals. An ongoing programme of quality apprenticeships will make a positive contribution to both the organisations based in Surrey who engage apprentices and the individuals who are gaining education, knowledge and qualifications in the workplace.</p>
<b>Line management responsibility</b> if applicable	N/A
<b>Budget responsibility</b> if applicable	N/A

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives.</li> </ul> <p>Policy and Compliance</p> <ul style="list-style-type: none"> <li>• Input as required to the development of strategies and policies.</li> <li>• Provide guidance and support to stakeholders as required to ensure policy and specification compliance.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Deliver high quality services engaging a range of stakeholders.</li> <li>• Liaise, communicate and build relationships with other departments, parents, partner organisations, agencies and/or contractors.</li> <li>• May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained.</li> <li>• Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. Escalate issues as appropriate.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisation's policies and procedures.</li> <li>• May have delegated responsibility for a budget(s) or equipment.</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To be responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>The Core National Standards for Supporting Teaching &amp; Learning: To understand and carry out role in line with agreed standards, expectations &amp; qualifications.</p> <p>Contribute to and influence children's learning and personal development.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Appropriate technical qualification at Degree, HND or HNC level.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Sound understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• Ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Competent in a range of IT tools.</li> <li>• Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Ability to work on own initiative, with solution focused problem solving skills.</li> <li>• Proven written and oral communication with the ability to engage and work in collaboration with others.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Assessor and Verifier Qualifications - TAQA or A1 and V1 qualifications. Teaching/training award such as PTLLS/ L3 Award in Education and Training.</p> <p>Occupational competence and current knowledge of the standards of the qualifications being delivered and verified.</p> <p>Residential/social childcare qualification or significant professional experience in a senior residential childcare role.</p> <p>Ability to train, assess and verify to national standards at all levels to ensure achievement rates and outcomes are above national averages. Experience of delivering training and assessment in the workplace, whilst adhering to quality processes and procedures.</p> <p>Experience of working with learners with a wide range of abilities including those with additional needs.</p> <p>Experience carrying out internal quality assurance of apprenticeships.</p> <p>Thorough knowledge of current children's home legislation and best practice in England.</p> <p>Outstanding planning and organisation skills, with proven ability to meet targets, manage time effectively, prioritise workload and manage a caseload of learners to ensure success rates and outcomes are achieved.</p> <p>Ability to Use the Service's preferred electronic portfolio system to compile reports following verification and standardisation activity.</p> <p>Willingness and capacity to travel around the county to meet the demands of the role.</p>
<p><b>Role Summary</b></p>	<p>Roles at this level are specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p><b>Reference Number</b></p>	<p>BM-2024-162</p>