

Job Description

Job Title	WORK-BASED SKILLS ADVISOR - HOSPITALITY & CATERING
Salary Range	Support Scale, Points 26 - 28 £26,959 - £28,676 per annum, pro rata
Department	Apprenticeships
Hours per Week	18.5
Terms of Employment	Permanent Full Year Support Contract
Annual Leave Entitlement	28* Days pro rata + Bank Holiday entitlement and College Closure Days
Responsible To	Apprenticeships Manager

*2 days to be taken on identified dates during the Christmas closure period as notified on the College Calendar

Job Purpose:

- To work effectively with employers in supporting, training and preparing apprentices and learners for successful completion and transfer into enhanced employment within their sector.
- To promote and develop apprenticeships and other relevant training opportunities with employers, including work placement opportunities for full-time learners.

Key Tasks / Responsibilities:

1. Manage a caseload of learners, ensuring timely and consistent progress throughout the programme, resulting in timely completions and achievement rates.
2. Arrange regular meetings with learners in the workplace to identify development needs; set appropriate targets; monitor and progress skills development, including Maths & English; and record progress towards meeting the relevant standard.
3. Deliver individual and group workshops to support the timely development of relevant skills, knowledge and behaviours in the relevant subject and technical areas.
4. Liaise and communicate regularly with employers to monitor the learner's progress and ensure training delivery is appropriate to the job role and skills level.
5. Use the Smart Assessor programme effectively to record all relevant information, and to monitor and regularly report progress in all areas.
6. Plan and manage the 20% off the job training, whether conducted by the employer at the workplace, or as a specific work-related qualification, course or bespoke training in college.
7. Liaise closely with Work-Based Skills Co-ordinator's / Apprenticeships Manager / Functional Skills to ensure all learners are on track with all aspects of their development and programme.
8. Attend team and standardisation meetings etc. in College as required.
9. Undertake industrial updating and professional development to keep abreast of curriculum developments.

10. Build and maintain positive working relationships with employers to support learner achievement and open opportunities for future recruitment across the curriculum offer.
11. Other duties commensurate with the grade of post as required.

College Responsibilities:

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

Person Specification

Attributes	Essential	Desirable	Measured by
Experience	<ul style="list-style-type: none"> Recent, relevant occupational competence Significant relevant industrial experience Experience in 1-to-1 training 	<ul style="list-style-type: none"> Experience of delivering group training sessions 	Application form and interview
Qualifications	<ul style="list-style-type: none"> Level 3 or equivalent in appropriate technical/ vocational/professional qualification and illustrate a desire to continually update knowledge & skills. Level 3 Vocational Assessors Award, or willing to achieve within specified timescale GCSE Grade 4/C or above in Maths and English (or equivalent) * 	<ul style="list-style-type: none"> Level 4 Training and Assessment and Quality Assurance Award or equivalent Level 3 teaching qualification, or willing to achieve within specified timescale Coaching qualification 	Application form, Interview and assessment*
Skills / Abilities	<ul style="list-style-type: none"> High standard of subject and current occupational knowledge High degree of skill and expertise in assessing competence and delivering programmes Enthusiastic and able to work accurately under pressure and meet deadlines, while supporting students in the workplace Strong IT skills and ability to keep full and accurate records Well organised and manage time effectively Ability to keep full and accurate records Capacity for sustained hard work Able to work flexibly and as part of a team Sympathetic to students' needs 		Interview
Personal	<ul style="list-style-type: none"> Well Presented Current driving licence and business travel insurance Access to own vehicle 		Application form and interview

* You will be required to undertake a Literacy and/or Numeracy assessment at, or immediately after interview, if you do not have these qualifications or cannot provide the relevant certificates



Our Values



Collaborative

Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



Inclusive

Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



Aspirational

Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve