|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| Job Title: |  Educational Facilitator (Apprenticeships) |
| Band: |  6 |
| Responsible To: |  Head of Apprenticeships, Skills and Education |
| Accountable To: |  Assistant Director of Clinical Multi-Professional Education  |
| Section/Department/Directorate |  People Directorate |
|  |  |

**Job Purpose:**

|  |
| --- |
| To support the operational lead for Vocational and apprenticeship training, to include:* Design, delivery, monitoring and evaluation of programmes, building curriculums to be delivered online/ blended face to face sessions.
* Internal Quality Assurance Co-ordinator for candidates undergoing their vocational qualifications/apprenticeships
* Peripatetic assessments for candidates undertaking their vocational qualification/apprenticeships.

Actively participate in wider learning opportunities for students |
| **Context:** |
| The **Vocational Education Tutor** will be Trust wideThe post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

|  |
| --- |
| **Key Working Relationships:**The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. |

 |
| **Organisational Chart:** |
| **Head of Apprenticeships****Apprenticeships Manager****Vocational Education Tutor** |
| **Key Result Areas/Principal Duties and Responsibilities**The post holder will be responsible for:Manage a caseload of candidates and oversee other assessorsResponsible for supporting assessors undergoing their Assessors Award (A1) who are supporting candidates in apprenticeshipsContribute to the development of other educational programmes, for example, the Essential Skills for Support Workers and the Corporate InductionWork with external organisations to retain accreditation status and monitoring qualityProvide individual advice and support to other vocational assessorsDeveloping and ensuring that robust quality assurance processes and systems are set up and maintained to meet accreditation requirementsResponsibility for the quality assurance activity of the centres’ candidates going through their Vocational Award including raising and auctioning concernsProduction and maintenance of ‘sampling’ documentation for the Internal Verification Processes as required and regulated by the Awarding Bodies.Providing effective and constructive feedback to candidates and assessors, through guidance, teaching, facilitation and support of students in the development and management of portfolio evidenceBe a resource by providing guidance to the Apprenticeship regarding developing support workers strategies and the development of Vocational programmes across Devon NHS Trust (s)To deliver programmes of Vocational training in line with local workforce planning objectivesTo plan, design, develop, deliver and evaluate teaching programmes ensuring that they are health focused, evidence based, effective and innovativeSupporting further development of other staff within the EducationTeamContribute to the development of assessors throughout the TrustResponsible for designing training programmes and the curriculumMonitor candidates’ progression through their course/qualification ensuring that any issues are dealt with promptly and effectivelyTo undertake peripatetic assessment of candidates in the workplace as requiredTo work with candidates and assessors within the clinical areas providing educational support for example assessing, observing, advising and guidingTo network, share expertise and attend regional vocation meetings with members of the wider Devon and Peninsula healthcare communityProvide learning and development opportunities to support vocationally related educationAssis with training activity within the wider Workforce Development TeamDeliver training in the classroom, workplace and other venues as requiredSupport others in the Workforce Development team to deliver generic training for inductionSupport the Vocational Education Lead in the promotion of programmes, selection, registration and support of candidates on vocational programmesAttend departmental, organisational health community and wider peninsula meetings and working groups as requiredSupport the Vocational Education Lead by providing career advice to those wishing to access healthcare careers including accessing programmes or avenues for career progression and further learning opportunities.Identify candidates who may need additional learning assistance and supportSupport the Vocational Education Lead to assist with the publication of coursesMaintain own continuing professional development needs to maintain competence and obtain revalidation statusParticipate in regular performance review and agreed personal development activitiesThe post holder will be required to be an excellent role model with regard to issues of health and safety in the workplaceComplete mandatory training |
| **Communication and Relationship Skills**The role requires excellent communication, and independent working with the multi-disciplinary team.Communication with and active participation in the work of the Vocational Education team and Workforce Development teams will be an integral part of the role.Effective relationships with outside organisationsEffective communication with:-* Candidates/Students
* Line Managers
* Partner education and vocational teams
* Awarding bodies
* Peninsula vocational teams

**Analytical and Judgement Skills**In the preparation and delivery of your assessing you will need to judge evidence against the standards and record the evidence appropriately.The post holder will be expected to ensure that evidence is judged to be valid, authentic, current and sufficient.The individual will produce and provide teaching plans and resources to meet the Apprenticeship standards.The individual will be required to monitor and mentor teaching and learning in the education environment.**Planning and Organisational Skills**The post holder will be required to organise own day to day activities. These activities will include assessing, planning and teaching across levels 1 – 3.**Physical Skills** IT and literacy skills to communicate information to staff and candidates going through their awards and to keep up to date with health information The ability to manage an electronic portfolio with the candidatesThere will also be a requirement to set up and dismantle training venues used. It will involve the moving and handling of training equipment and materials.A good level of fitness and flexibility is required to undertake teaching and assessing.**Responsibility for Patient and Client Care** Required for this role is the ability to demonstrate patient safety within the assessment and teaching of all Apprentices.You will recognise and demonstrate good practice at all times.You have a responsibility and duty of care to recognise and report unsafe practice to protect patients and staff.**Responsibility for Policy and Service Development**The post holder will be expected to contribute to service improvement through teaching and assessing practice.**Responsibility for Financial and Physical Resources**No budgetary responsibilities.**Responsibility for Human Resources**The post holder will be responsible for supporting the Vocational Lead in undertaking professional and line management in supervision in line with Trust policies.The individual will be responsible in supporting the Vocational Lead in absence management.**Responsibility for Information Resources** The post holder will be responsible in managing general data related to their own area of assessing including modifying, maintaining and analysing information.There is also a requirement to have a basic understanding of IT systems within the Trust.**Responsibility for Research and Development** The post holder may be required to support the audit process.**Decision Making**The post holder will be responsible for assessing students and the evaluation of decisions that are made regarding best practice and challenging behavioural situations.**Physical Effort**The post holder will be required to observe students in a clinical environment as well as teaching in an educational environment. This will require various levels of physical effort throughout the period of teaching and assessing.**Mental Effort**The post holder will be required to carry out and have periods of focused concentration to undertake the internal verification process as well as for the preparation of teaching resources.They will manage and prioritise a diverse workload to meet targets and deadlines.**Emotional Effort**The post will involve the emotional support and pastoral care of candidates, assessors and staff.The individual may be required to deal with and manage emotional issues related to each clinical area and individual learners.**Working Conditions**No adverse environmental conditions are foreseen but potential hazards may exist in the post holders own physical exertion. If required to work in an area there would be the need to manage potentially aggressive and challenging behaviour. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Vocational Education Tutor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUIREMENTS | E/D\* | HOW TESTED?Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE(1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :Professional qualification, e.g. Teacher, First Level Registered Nurse, Occupational Therapist or PhysiotherapistD32/33, A1 Vocational Assessors Award or TAQA D34 or V1 Internal Verifiers Award Teaching Qualification – Certificate in Education or equivalent Relevant post-graduate study or equivalent experience | EEEEE | On ApplicationOn ApplicationOn ApplicationOn ApplicationOn Application |  |  |
| KNOWLEDGE/SKILLS:An excellent understanding of the components of all the awards within the Apprenticeship frameworkAn understanding of the requirements necessary to complete the TAQA AwardA good working knowledge of occupational standards A qualification/experience demonstrating teaching or facilitation ability with a wide range of peopleAbility to organise own diverse workloadExcellent communication and presentation skills | EDEEEE | On Application & InterviewOn Application & InterviewOn Application & InterviewOn Application & InterviewOn Application & InterviewOn Application & Interview |  |  |
| EXPERIENCE:Professional experience post qualificationExperience in more than one clinical settingConsiderable experience in assessing and verification of students’ workEvidence of recent professional updating and in date revalidation statusManaging service or staff | EDEEE | ApplicationApplication Interview Application Application |  |  |
| PERSONAL REQUIREMENTS:The ability to work within a team and establish effective working relationships across the Trust.Excellent oral and written communication skills.Effective IT skills to record evidenceReliability and flexibility in working approachAble to contribute to changing demands of a service.Ability and willingness to undertake training relevant to role.Good organisational skills. | EEEEEEE | Interview InterviewApplication Application & InterviewInterview Interview Interview  |  |  |
| OTHER REQUIREMENTS:The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.Ability to travel to other locations as required – Must be a car driver as the post holder is required to deliver training throughout NDHCT and other venuesPatient contact – occasional exposure to body fluids while assessing candidates giving direct care | EEE | InterviewInterview |  |  |

\*Essential/Desirable

|  |
| --- |
| **HAZARDS :** |
| Laboratory SpecimensProteinacious Dusts |  | Clinical contact with patients | X | Performing ExposureProne Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving | X | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |
| Cytotoxic drugs |  | Night working |  |  |  |