

NEWBURY COLLEGE

JOB DESCRIPTION

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| **POST TITLE** | WBL Co-Ordinator |
| **REPORTING TO** | Apprenticeships & Business Manager |
| **HOURS** | 24 |
| **DATE OF ISSUE** | October 2019 |
| **JOB PURPOSE** | To act as lead IQA.  To monitor the e-portfolio to ensure there is evidence of progress tracking, ensure the quality of processes & procedures, claim certification and ensure learners achieve their qualifications within the planned timescales.  To be responsible for assessors and IV’s, including the allocation of work and supporting them within their role |

**DUTIES AND RESPONSIBILITIES**

1. Co-ordinate the on the job and off the job components of Apprenticeship and other relevant programmes to ensure learners achieve their qualification within planned timescales.
2. Act as lead IQA.
3. Ensure internal and external quality assurance action points are implemented by the assessors and IQAs.
4. Contribute to the QA process, by attending standardisation meetings and team meetings.
5. Liaise with Assessors and IQAs regarding student records and processes. Providing them with the records (paper and IT based) in order for them to do their role.
6. Liaise with the Functional Skills team to ensure ILR and timetables are accurate.
7. Pro-actively support the marketing and Promotion of WBL to achieve recruitment targets.
8. Interview prospective students applying directly to the college.
9. Complete pre-induction interviews for all applicants. Support enrolment and induction activities for new students.
10. Co-ordinate the assessors and IVs to timely achievement, ensuring effective planning, review, assessment and feedback to students.
11. Support learners with special assessment requirements, and deal with sensitive issues in a supportive manner to ensure fair and equal access to assessment.
12. Ensure regular progress reviews are conducted providing constructive and developmental feedback to students and employers on attendance and progress. Identify and action any barriers to timely completion.
13. Ensure EVs are booked, attend EV visits and action monitoring for EVs
14. Completing certificate claims & claiming certificates
15. Ensure direct claims status is achieved and maintained
16. Implement cross college student disciplinary process where appropriate.
17. Support employer involvement to enhance the profile of the College and the student experience.
18. Monitor the e-portfolio content to ensure it accurately reflects the delivery of the learner journey.
19. Ensure student surveys are distributed, completed and returned to the WBL Administrator for consolidation.
20. Provide reports on learner progress using information from Assessors, the e-portfolio and the college curriculum areas.
21. Provide accurate reports to the Apps & Bus Manager on student progress. Highlighting any students whose progress varies from the Individual Learning Plan (ILP) or who are at risk of not completing within the planned timescale.
22. Comply with all safeguarding responsibilities in line with College procedures
23. Support office duties such as taking calls and providing information and support for business and apprenticeships.
24. Undertake at least 37 hours (pro rata) CPD per year and attend College training and development as requested
25. To carry out any other duties that are reasonable and within the level of responsibility for the post as determined by the Work Based Learning Manager.

**COMMUNICATION**

1. Confident communication with learners, employers, members of staff and external agencies.
2. Communicate with learners and employers via letter, email and telephone where necessary.
3. Facilitate the completion of Induction paperwork face to face with learners.

**GENERAL**

1. To undertake other duties appropriate to the grading of the post as required.
2. To observe and implement College policies and procedures, e.g Health and Safety, Fire Regulations, etc.
3. To carry out any other duties that are reasonable and within the level of responsibility for the post as determined by Apprenticeship and Business Manager.
4. 

**NEWBURY COLLEGE**

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **1. Qualifications & Training Attainments**  What standards of general, technical or professional education does the position call for? What specialised training is required | Qualification in Subject Areas to be assessed  A1/D32&D33 – Assessors Qualification  V1/D34 Internal Verifiers Qualification | Teaching Qualification |
| **2. Experience**  What type of work experience is required, what level of experience, how many years? | Industrial/ Commercial Experience  Experience of working with a wide variety of customers/employers  Experience of working as an IQA/IV and supervising a caseload of Assessors  Experience of claiming certificates  Experience of work based assessing and managing a caseload of candidates to timely completion | Experience of working in FE. |
| **3. Skills & Knowledge**  Does the work require Presentation skills, Numeracy competence,  What level of IT competence,  Social skills, Admin skills, Medical or other special care skills  Special machinery | Good communication skills.  Ability to relate to a range of individuals  Knowledge of and commitment to equal opportunities.  Good organisational and time management skills  Accurate and good attention to detail |  |
| **4. Personality & Disposition**  What individual characteristics are necessary for the role? Use Trait list for ideas. | Enthusiastic.  Sense of humour.  Approachable.  Adaptable at short notice.  Responsible.  Resilient  Ability to apply initiative and common sense to difficult situations |  |