

## Role Specification

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Position: Apprenticeship Mentor  
Teaching Subject: **Hospitality & Catering**  
Reports to: Centre Manager  
Key Relationships: Directors & ETF Staff  
Employers, Partner Agencies, Schools, Colleges.

**Annual Leave:** 28 days inclusive of statutory bank holidays

**Place of Work:** Paignton- Also required to work at other sites as directed.  
(*Must be capable of travelling for business related purposes*)

**Contract:** FTE 37.5 hours per week

**Salary Band:** £22,000-£26,000

**This role is subject to an enhanced DBS check with a 6-month probationary period.**

### Overview:

A qualified teacher role, delivering a high-quality education and outcomes to learners and apprentices. Through excellent interpersonal skills and maintaining your own CPD, this role will mentor “Learning Support Assistants” in implementing curriculum, creating resources, plans, assessments and projects to inspire learners and apprentices.

To support an agreed group of learners to achieve **apprenticeships** through action planning, assessment, feedback and portfolio building. Preparing Apprentices for Gateway and End Point Assessment.

Projects may include but are not limited to:

- Apprenticeships
- T-Levels
- Supported internships.
- Traineeships

As a professional role, you will manage your time and be accountable for learner’s achievements and will liaise with the learner’s circle of support, employers and other third parties to build a team approach in enabling the learner to achieve their aims.

Partnership working with employers to support them in understanding their responsibilities relating to on and off job training required by the apprentice.

Above all engendering a positive, fun, engaging environment and experience for all.

### Key Objectives:

<b>Objective</b>	<b>Measured by</b>
• Engage and retain learners	<i>Attendance data, retention data</i>
• Demonstrate high quality teaching and learning	<i>Observation of teaching, learning and assessment</i>
• Build learner confidence and self esteem	<i>RARPA, distance travelled</i>
• Develop relationships with employers	Reviews, placements, feedback

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• Enable learners to achieve outcomes	<i>Achievement, destination data, End point assessment results</i>
• Demonstrate high quality work	<i>Audit, Accuracy, timeliness, awarding organisations</i>
• Demonstrate positive interpersonal relationships	<i>Behaviours, feedback</i>
• Ensure a safe and healthy environment	<i>Risk assessment, Safeguarding/Prevent records</i>
• Achieve a positive fun and interesting learning environment	<i>Learner voice, feedback</i>

### Responsibilities:

#### Education

- Mentor “Learning Support Assistants” to meet learners needs, case conference, advise on approaches, develop resources and materials
- Support ETF marketing and promote our services to prospective learners and stakeholders, attending events to market and engage learners.
- Develop and maintain positive relationships with employers.
- Work with the learner and circle of support on an ongoing basis to develop Person Centred Plans (PCP) and Information, Advice & Guidance (IAG) that inform the Individual Learner Plan (ILP)
- Provide a skills scan( identify assessment of prior learning), initial and diagnostic assessment of learners to inform and set targets for their Individual Learning Plan in a person centred approach.
- Support the specific requirements of learners with Special Educational Needs, providing information to update the Education Health Care Plans, and taking part in person centred review meetings. Supporting learners and employers to apply for access to work (DWP).
- Plan and deliver teaching and learning (virtual, in learners place of work and face to face); assess learners and evaluate your delivery for learners, to prescribed standards and meeting the requirements of funding/quality bodies (Ofsted, MATRIX, etc).
- Embed, contextualise Math, English and ICT in all lessons
- Develop teaching and learning resources to meet the learner and curriculum needs (, T-Level, Apprenticeship etc)
- Provide pastoral support to learners, linking to their circle of support.
- Maintain learner related risk assessment for SEND, Safeguarding and PREVENT
- For SEND learners Identify any reasonable adjustment or access arrangements required for assessment and examinations
- Work with employers and community projects as appropriate or when required to:
  - To develop understanding and knowledge of subject related industrial and professional activities.
  - To develop work experience, supported internships, traineeships, apprenticeships and progression opportunities

- Prepare reports for parents/carers and other stakeholders

### Personnel

- Take part in staff appraisal and supervision and maintain own continuing professional development
- Support delivery of staff training in support of CPD needs
- Establish effective working relationships, both internal and external, to work mutually in helping manage ETF to support colleagues with behaviour management and day-to-day administration.
- Show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age).

### Quality

- Undertake assessment for your area of responsibility, and support:
  - Team and standardisation meetings
  - Self-assessment
- Assist with gaining and maintaining MATRIX and other standards within ETF
- Undertake internal verification for your area of responsibility and supporting,
  - EV visits
  - compliance with audit and awarding body regulations and standards.

### Facilities

- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessments.

### Administration

- Mentor "Learning Support Assistants" to complete documentation and update online systems in a timely way
- Ensure your learner administration, online systems and documentation is accurately completed within the required timeframe
  - including staff calendar, registers, enrolment, pursuing learner absence, progression, achievement of goals and any other student related administration as deemed appropriate.
  - Specific SEND paperwork
  - Track progression and destination of learners during and after completion of ETF provision
- Provide live and timely information to management

### General

- Attend meetings and conferences within a network of professional contacts as required
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times
- Travel as required for business to support other ETF centres, community based delivery and to meet wider business needs.

- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by senior management.

### **Safeguarding**

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

<b>Person Specification</b>	Essential	Desirable
<b>Qualifications</b>		
Cert Ed (Level 5), DTLL's, PGCE or equivalent	✓	
Assessors Award or equivalent (or willing to undertake)	✓	
Verifiers Award or equivalent (or willing to undertake)		✓
Level 3 Vocational Subject or occupational competence or above in Catering, Chef, Hospitality	✓	
Training in systematic instruction (TSI)		✓
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
<b>Skills &amp; Experience</b>		
2 Years experience in delivery of teaching and learning	✓	
Experience of teaching Apprenticeship curriculum		✓
Experience of working with SEND learners		✓
Experience of embedding/contextualising math, English & ICT	✓	
Experience of working to company policies	✓	
Ability to maintain accurate records and administration	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
<b>Personal &amp; Work related attributes</b>		
Creative/Imaginative thinker/teacher	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken/written English	✓	
Work calmly under pressure	✓	
"Can-do" self motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	