

## **Job Description**

<b>Position:</b>	Enhanced Level Skills Coach for Advanced Clinical Practitioner (ACP) Degree Apprenticeship
<b>Faculty/School/Service:</b>	School of Clinical & Biomedical Sciences
<b>Reference:</b>	<b>CBS-231/P</b>
<b>Grade:</b>	Grade 7
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time (36.25 hours per week)
<b>Responsible to:</b>	School Apprenticeship manager & Head of School of Clinical & Biomedical Sciences

### **Main Function of the Post:**

- Develop, Support and signpost apprentice learners both in the workplace and university environment within the school of Clinical & Biomedical Sciences, to successfully develop and evidence knowledge, skills, behaviours and competence to successful progression/completion of their apprenticeship programme.
- Contribute to the development of learning and future apprenticeship ventures within the School of Clinical and Biomedical Sciences, wider faculty and Central Apprenticeship Team.
- The post holder will be the first point of contact for apprenticeship learners, employers to provide ongoing appropriate clinical, professional and pastoral support and will advise on learning and development opportunities and relevant signposting.
- Raise the profile of health / ACP apprenticeships both within the University & with employers across the healthcare sectors.

### **Principal Duties and Responsibilities:**

1. Facilitate a structure approach to planning, execution and evidencing the use and development of skills, knowledge and behaviours and clinical competence in the workplace
2. Work with ACP apprenticeships, practice and academics on apprenticeship programmes to develop effective working practices.
3. Conduct initial and diagnostic assessment activities and provide support to recruitment of ACP apprenticeships.
4. Undertake Health and Safety reviews of work placements and maintain mandatory training (Prevent, Safeguarding etc)
5. Attend relevant apprenticeships meetings as identified by the line manager

6. Provide timely information, advice and guidance to both current and prospective learners and employers
7. Participate and support inspirational apprenticeship inductions
8. Manage apprentices through the initial six week period and confirm/redirect appropriate qualification routes
9. Participate and support the teaching of apprenticeship processes, overview of apprenticeship programme and guidance for apprenticeship learners, employers and lead relevant clinical workshops, tutorials in response to stakeholder needs.
10. Monitor any risk status of learners progress apply and record interventions as appropriate
11. Undertake individual annual reviews embracing and completing all aspects of the E-Portfolio system including the individual learning plan (LP) providing SMART targets for learners, which promote learner advancement and success.
12. Provide a first point of contact for student/apprentice welfare issues signpost and referring on to other professionals as appropriate
13. Proactively monitor own performance and targets to meet personal and University key performance indicators
14. Engage with relevant quality assurance processes/procedures to ensure all teaching, learning and assessment adheres and meets required standards
15. Undertake continuing professional development (CPD) to meet University and learning objectives including logging industry practice
16. Monitor students work, ensuring learning outcomes have been met and feedback is detailed and constructive and providing timely updates for academic and wider Central Apprenticeship Team (CAT)
17. Continually review the learners progress in liaison with employers
18. Able to utilise professional and clinical experience to develop and lead clinical workshops, tutorials in response to clinical need
19. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations
20. Maintain and share good practise with peers and other University stakeholders
21. Complete and maintain regulatory and financial paperwork
22. Maintain documentation on apprenticeships in accordance with corporate and statutory requirements
23. Ensure student reviews, documentation and work based practice is in accordance with Education Inspection Framework (EIF) and ACP Apprenticeship standards.

24. Contribute to appropriate pre-entry recruitment, selection and admissions activities (including open days and partner/employee visits) in line with professional body requirements in order to promote the School and gain a better understanding of student/employee needs/expectations.
25. Contribute to regular meetings with ACP team and CAT as appropriate
26. Support excellence in formative assessment to ensure learners reach the highest standards of their qualifications including outcomes of End Point Assessments.
27. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
28. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

**Note:**

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this role has an essential and frequent requirement to travel regionally and nationally

This appointment is subject to Disclosure and Barring Clearance.

# Person Specification

<b>Position:</b> Enhanced Level Skills Coach for Advanced Clinical Practitioner (ACP) Degree Apprenticeship – Clinical & Biomedical Sciences		<b>Reference:</b> CBS-231/P	
<b>School:</b> School of Clinical & Biomedical Sciences		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1 Qualifications</b>			
1 a)	Masters Degree / working towards MSc level study. (Relevant healthcare experience would be considered).	1	Application Form/Documentation
1 b)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	2	Application Form/Documentation
1 c)	Current relevant registration with professional/accreditation body	1	Application Form/Documentation
1 d)	Higher degree or relevant knowledge / experience of healthcare apprenticeships / knowledge of ACP role.	2	Application Form/Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Ability to manage own workload and commitment to undertake work-based learning and assessment in practise	1	Application Form/Interview
2 b)	Credible communication and interpersonal skills. Able to develop and manage positive relationships with learners and employers	1	Application Form/Interview
2 c)	Knowledge and awareness of health and safety in the work environment and able to undertake H&S assessments or willing to develop as appropriate and highlight risk if required	1	Application Form/Interview
2 d)	Credible liaison and networking skills to deal with a wide range and level of people.	1	Application Form/Interview/Assessment
2 e)	Ability to support apprenticeship programmes, learners, ACP team and wider apprenticeship team as appropriate	1	Application Form/Interview/Assessment
2 f)	Skilled at determining priorities and managing deadlines. Able to work to deadlines, set appropriate priorities to ensure success and manage risk.	1	Application Form/Interview
2 g)	Able to liaise effectively with colleagues and other stakeholders	1	Application Form/Interview
2 h)	Ability to translate knowledge of subject area into practise. Able to utilise professional and clinical experience to develop and lead clinical workshops and tutorials in response to clinical need	1	Application Form/Interview
2 i)	Possess sufficient breadth and/or depth of specialist knowledge in Advanced Clinical Practice / Senior Clinicians	1	Application Form/Interview
<b>3 Experience</b>			
3 a)	Experience of operating successfully within a team environment	1	Application Form/Interview
3 b)	Experience of supervising/supporting students as appropriate to the role working with apprenticeship learners and supporting the apprenticeship journey	2	Application Form/Interview
3 c)	Experience of supporting the full range of apprenticeship requirements	2	Application Form/Interview

3 d)	Competent in the application of Information Technology and systems and software	1	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Able to raise the profile of Health apprenticeship learners and supporting the apprenticeship journey	1	Interview
4 b)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 c)	Able to foster supportive working relationships with learners, clinical staff, academic and apprenticeship teams	1	Interview
4 d)	Able to positively engage with key stakeholders	1	Interview
4 e)	Commitment to continuous improvement and creative ways of working	1	Interview
4 f)	Adaptable and flexible to meet changing circumstances in the working environment	1	Interview
4 g)	Able to work effectively as part of a team and as an individual	1	Interview
4 h)	Highly organised and able to prioritise and manage own work, and the work of others to achieve deadlines	1	Interview
4 i)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural background	1	Interview
4 j)	Ensure student reviews, documentation and work based practice is compliant with Education Inspection Framework and ACP apprenticeship standards.	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act/ Freedom of Information Act, Health and Safety, the Bribery Act, Prevent and UKVI	1	Interview
5 c)	Current clean driving licence and car owner or able to travel independently to deliver at partner organisations, institutions and trusts within a national and regional capacity	1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 e)	Flexible in working practises in order to meet the needs of the service.	1	Interview
5 f)	Able to travel regionally and nationally in order to meet the requirements of the service.	1	Interview

**Note:**

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. \*The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Please note it is normally expected that a new appointee will commence at the bottom of grade.
6. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required