

## Role overview

You are responsible for managing the training of a caseload of apprentices, ensuring that they develop the skills, knowledge and behaviours to succeed in their roles and complete their apprenticeships as planned.

- Location: As set out in your terms and conditions of employment
- Normal hours of work: As set out in your terms and conditions of employment
- Reporting to: Training Team Manager

The contents of this job description are not exhaustive. You may also be asked to perform other related duties relevant to the level of your role to meet the ongoing needs of our business.

## Key responsibilities

- To understand and agree with employers and apprentices each apprentice's starting point and skills development needs
- Using Damar's standard delivery model, to agree a training plan with each apprentice and employer that meets those needs
- To manage the delivery of the training in line with the plan, quality and, in particular:
  - to regularly and thoroughly review progress against all aspects of the plan with the apprentice and their manager
  - to take prompt action where the apprentice falls behind
  - to ensure that the apprentice is accessing and benefiting from delivery that you are not personally undertaking (for example, via Damar OpenLearning or expert knowledge tutors)
- To ensure that the apprentice is healthy, safe and supported at work
- To understand the apprentice's and employer's ambitions for progression and to work with the Damar account manager to support progression where possible
- To work in accordance with Damar's systems, in particular our enrolment and e-portfolio systems and Damar OpenLearning
- To maximise efficiency for the benefit of your apprentices, our partner employers and Damar
- To ensure all reporting activity and administration reports are owned, managed and delivered in a timely manner.

## Skills

- Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook, Access)
- Ability to engage with a wide cross section of people
- Self-motivated and highly organised to manage your own time

## Knowledge and qualifications

- A teaching qualification is an advantage however full training will be given
- A good level at GCSE (or higher) in maths and English
- A strong vocational background in your areas of delivery and a commitment to maintain your vocational competence

## Personal attributes and behaviours

- Professional approach
- Ability to prioritise
- Team player
- Flexible to support team and business needs

## Additional requirements

- To comply with the requirements of our Employee Handbook and policy documents
- To promote the equality of opportunity within our organisation
- To demonstrate commitment to safeguarding and promoting the welfare of all students
- An enhanced Disclosure and Barring Service (DBS) check is a requirement of all roles at Damar that may include sole supervision of young people or vulnerable adults
- A car, insured for business use and full driving licence
- Completion of all Damar compulsory (business-wide or team-specific) training.