



JOB DESCRIPTION

POST TITLE: Teaching, Learning & Safeguarding Lead

Ref: HCFCATCH/80

**HCF CATCH Ltd
CATCH Facility
Redwood Park Estate
Stallingborough
NE Lincolnshire**

REPORTS TO: Apprenticeship Delivery Manager

1. PURPOSE OF JOB

To lead on all Teaching, Learning & Safeguarding activity relating to CATCH Apprenticeship provision. To ensure the quality of delivery through good teaching and learning practices. To implement, monitor and audit standards and procedures around teaching, learning and safeguarding.

2. MAIN RESPONSIBILITIES

- i. To be Designated Safeguarding Lead for all CATCH Apprenticeship provision
- ii. To safeguard and protect the students and staff of CATCH
- iii. To deliver safeguarding training, update and implement policies and procedures and share learning, as appropriate, with staff, students and directors
- iv. To receive safeguarding referrals and coordinate procedures which address and prioritise the needs of those affected by liaising with statutory agencies
- v. Maintain and extend effective links with relevant agencies and co-operate as required with enquiries regarding safeguarding matters
- vi. To lead and inspire colleagues and ensure high quality teaching and learning
- vii. Coaching and mentoring staff to improve performance, ensuring that teaching across the school is consistently good and outstanding
- viii. Planning differentiated and relevant CPD for teachers at different levels
- ix. To lead on the observation of teaching & learning of provision and provide suitable documentation following the observations
- x. To implement procedures for evaluating, developing, approving, and accrediting teaching & learning, CPD in response to observed practice, and liaison with HR where this impacts on capability policy

- xi. To assist throughout the sharing of best practice across the post-16 education landscape by ensuring that academic personnel are familiar with and adopt effective methods of instructional supervision, including the use of educational technology.
- xii. To create and facilitate the CATCH student council to create feedback mechanisms for learners
- xiii. To work with the Apprenticeship Delivery Manager and Apprenticeship Centre Manager to retain all awarding body accreditations
- xiv. To develop and implement a Training Quality Manual for Apprenticeships & Skills
- xv. To develop the student handbook and design and distribute the annual apprentice survey working with the Apprenticeship Delivery Manager
- xvi. Support the wider Apprenticeship Team to operate within a positive and professional culture
- xvii. To attend regular departmental meetings to report on key activities and performance against set objectives.
- xviii. To produce data and management reports as required by the line manager and CATCH senior management team.
- xix. To lead on the audit of the delivery of sessions, the resources used, the management of sessions and assessments to ensure they are OFSTED, C&G and EAL compliant, and to lead in any inspections.
- xx. Any other duties as appropriate in line with the post.

3. CONTACTS AND RELATIONSHIPS

INTERNAL – 1st and 2nd year apprentices, CATCH team members mainly Apprenticeship Delivery Manager, Chief Operating Officer, other CATCH trainers/Associates and Business Support Manager.

EXTERNAL Member companies and their employees responsible for their apprentices.

4. DECISIONS

Discretion – Makes day to day decisions in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

5. WORK ENVIRONMENT

- i. Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors. On a daily basis, reports to the Apprenticeship Delivery Manager
- ii. Physical Demands – The work may require moving and handling display stands, boxes of publications and other office equipment from time to time.
- iii. Working Conditions – The post holder will be based at the Apprenticeship Delivery Centre for delivery of training and have flexibility to either come into the office or work from home on “non-contact days”.
- iv. Hours of Work – Some ‘out of hours’ working may be required to meet the needs of the role.

6. KNOWLEDGE & SKILLS

- i. STEM background through industry experience and relevant qualifications
- ii. Teaching experience, preferably of apprenticeship programmes
- iii. Knowledge and experience of process operations or chemistry
- iv. Good planning and organisational abilities
- v. IT literate with experience of using Word, Excel, Powerpoint, Teams and Moodle.
- vi. Understanding of training and development and relevant qualification systems
- vii. Excellent interpersonal, presentation and communication skills, both verbal and written

7. GENERAL

- i. **Other Duties** – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post.
- ii. **Equal Opportunities** – The post holder must carry out his/her duties with regard to our Equal Opportunities policy.
- iii. **Health and Safety** – The post holder must carry out his / her duties with full regard to our Health and Safety Procedures.
- iv. **Training** –CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.
- v. **ISO 9001** – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times. The role is dependent upon the completion of a successful DBS certificate.
- vi. **Confidentiality** - To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.

Job Description prepared by: J McIntosh

Job Description evaluated by: D Talbot

Received by Postholder: