

# Facilities Management Apprenticeships Tutor/Assessor

## Job Specification

### JOB DESCRIPTION

<b>Employment status:</b>	Permanent, full time (part time also considered)
<b>Hours:</b>	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m.
<b>Location:</b>	Split - Horizons, 60 Queen's Road, Reading, RG1 4BS (30 days per annum) / Remote working
<b>Department:</b>	Student Experience
<b>Manager:</b>	Facilities Management Apprenticeship Programme Delivery Manager
<b>Liaises with:</b>	Student Experience / Education – Learning and Teaching / Online Education / Finance and Resources / Principal's Office / Deputy Principal's Office / External partners and stakeholders

### Summary of the role

Within this role you will be primarily focused on teaching and assessing for UCEM Facilities Management Apprenticeship programmes and monitoring the overall progress of an allocated caseload of apprentices. For each allocated apprentice you will be required to create and implement an individual learning plan (ILP), as well as motivate and support the apprentice to achieve, and preferably exceed, their goals. Most of the off-the-job training will be through UCEM's virtual learning environment (VLE). You will be required to support the VLE-based delivery through webinars and managing online forums. You will also be required to undertake tutorials and progress reviews with each apprentice - these will typically be at 10-week intervals. Tutorials and progress reviews will be through a combination of face-to-face and virtual meetings. Initially the role will focus on the delivery of the Level 3 Facilities Management Supervisor Apprenticeship but will extend and develop as UCEM's facilities management apprenticeship provision grows.

### Duties and responsibilities

- Teaching and assessing on one or more Facilities Management Apprenticeship programmes including lesson planning, face-to-face learning delivery, online learning delivery including webinars, conducting tutorials, assessment planning and marking/assessing learner work.
- Develop assessment materials and review/update as required.
- Manage UCEM learning environments in accordance with UCEM's requirements in relation to learner conduct, health and safety etc.

# Job Specification

## Continuation Sheet

- Monitor learner progress, engagement and retention, taking steps to increase learner retention and achievement, to include liaising with and working in collaboration with other UCEM staff as appropriate.
- Complete the administrative work associated with teaching and assessing efficiently and effectively, including preparation ILPs, schemes of learning, timely and accurate completion and processing of attendance/contact registers, completion of learner tracking and monitoring documentation etc.
- To support the implementation of outstanding Safeguarding practice (including health, safety and welfare) across UCEM's apprenticeship team, in liaison with UCEM staff with designated responsibilities for Safeguarding.
- Refer learners to appropriate sources of support as required (e.g. Academic Support Tutors, Disability and Wellbeing Team).
- To support and/or participate in apprentice induction activity as required.
- Develop industry contacts to enhance UCEM's Facilities Management Apprenticeship delivery.
- Reflect on own teaching and assessment practice and identify and implement self-improvement/enhancement actions.
- Maintain current knowledge of industry practices and development.
- Maintain current knowledge of professional/industry bodies, categories of membership and requirements for membership as relevant to UCEM's Facilities Management Apprenticeship offer.
- Keep up-to-date with quality improvement and enhancement initiatives and be aware of, and meet, performance indicators for the programme area.
- Participate fully in staff learning and development activities, including teaching, learning and assessment practices and observation of teaching, learning and assessment practices, including peer reviews.
- Represent the Facilities Management Apprenticeship Team or the Apprenticeships Team on UCEM committees and/or working groups as required.
- Be an ambassador for UCEM and propose any ideas that may help to promote and enhance UCEM's reputation and its business efficiency.
- To work in liaison with the Facilities Management Apprenticeship Programme Delivery Manager to ensure that consistently high programme delivery performance and high levels of employer and apprentice satisfaction are achieved.
- To contribute to self-assessment and quality improvement activities including participation in programme review processes.
- To support the compliance of Facilities Management Apprenticeship programme delivery with ESFA requirements and partnership lead provider requirements.
- To support the integration of UCEM's apprenticeship provision into UCEM's core business.
- To participate in UCEM committees as required.

### Line management responsibilities

None.

### Financial accountabilities

None.

## PERSON SPECIFICATION

**A = Application/CV    I = Interview    T = Test**

Qualifications and training			
Essential	How tested	Desirable	How tested
Relevant professional body membership e.g. MIFWM or CIWFM or FIWFM or AssocRICS MRICS (Facilities management pathway) or a willingness to	<b>A</b>	Internal Quality Assurance Qualification, e.g. TDLB D34/V1 or Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and	<b>A</b>

# Job Specification

## Continuation Sheet

achieve this within the first 12 months in post		Practice or a willingness to achieve this	
Level 3 Assessing Qualification, e.g. TDLB D33/A1 or Level 3 Certificate in Assessing Vocational Achievement or a willingness to achieve this within the first 12 months in post	<b>A</b>	Health and Safety Qualification (IOSH, NEBOSH etc.)	<b>A</b>
Recognised FE teaching qualification or a willingness to achieve this in-service	<b>A</b>		
Level 2 Maths and English qualifications or a willingness to achieve these in-service	<b>A</b>		
Evidence of recent professional development.	<b>A</b>		
<b>Previous experience</b>			
<b>Essential</b>	<b>How tested</b>	<b>Desirable</b>	<b>How tested</b>
Relevant experience of working in industry at supervisory or management level in a facilities management discipline ( <b>Minimum of 5 years</b> ), i.e. hard or soft FM	<b>A I</b>	Experience of teaching and assessing on Facilities Management programmes	<b>A</b>
		Experience of innovative curriculum planning and development	<b>A</b>
		Experience of online learning delivery	<b>A</b>
		Experience of undertaking internal quality assurance activity	<b>A</b>
		Experience in undertaking observation of teaching, learning and assessment	<b>A</b>
		Experience of undertaking self-assessment/evaluation processes and related quality improvement activity	<b>A</b>
<b>Skills, knowledge and aptitudes</b>			
<b>Essential</b>	<b>How tested</b>	<b>Desirable</b>	<b>How tested</b>
Strong communication skills	<b>A I</b>	Knowledge of the Common Inspection Framework and Ofsted inspection processes	<b>A</b>
Strong planning and organisational skills	<b>A I</b>	Knowledge of safeguarding and Prevent Duty requirements	<b>A</b>

# Job Specification

## Continuation Sheet

Skills in use of industry software relevant to the area of expertise and at an appropriate level	<b>A I</b>	Knowledge of the IWFM categories of membership and requirements for the achievement of each category	<b>A</b>
Intermediate (or better) IT skills in MS Office applications	<b>A I</b>	Knowledge of current government policy and developments relating to apprenticeships	<b>A</b>
Current knowledge of FM industry practices and developments	<b>A I</b>		
Ability to bring subject matter to life	<b>A T</b>		
Ability to manage a face-to-face learning environment	<b>A</b>		
Ability to enthuse and motivate others	<b>A I</b>		
Ability to work to deadlines and manage competing priorities, in a highly pressurised environment	<b>A I</b>		
Ability to work collaboratively to achieve team and organisational goals	<b>A I</b>		
Ability to work flexibly and adapt readily to changing circumstances	<b>A I</b>		
<b>Other or special requirements</b>			
<b>Essential</b>	<b>How tested</b>	<b>Desirable</b>	<b>How tested</b>
Commitment to Student Success; at UCEM we all work hard to make sure that our students are successful	<b>I</b>	Car owner and driver with valid licence and a vehicle that is insured for business use purposes	<b>A I</b>
Ability and flexibility to travel as required in relation to the job role	<b>A I</b>		
<b>VALUES – we expect all new employees to demonstrate our values at work</b>			
<b><i>We will test these as part of the interview process</i></b>			
<b>Passion – we care</b>			
<ul style="list-style-type: none"> <li>• We want each and every one of our students to succeed</li> <li>• We do the right thing by our students and customers; that means we do whatever we can to ensure that no student falls behind in their studies, and that no customer is unhappy with the service they receive</li> </ul>			
<b>Integrity – fairness first</b>			
<ul style="list-style-type: none"> <li>• We model integrity in everything we do</li> <li>• We never compromise on honesty or trustworthiness</li> <li>• We adhere closely to laws and compliance standards</li> <li>• We do what we say we will do, and fulfil our promises to staff</li> </ul>			

# Job Specification

## Continuation Sheet

### Excellence – we aim high

- High standards drive everything we do
- We deliver excellence, strive for continuous improvement and respond dynamically to change
- Each one of us is personally responsible and accountable for the quality of whatever we do
- We listen to our students and understand their expectations
- We strive to exceed expectations in quality and delivery

### Support – we support and respect each other

- At UCEM each member of staff does everything they can to help other staff and students to achieve their goals
- We respect others and their opinions, we are open to ideas, we trust each other
- We promote a supportive working environment across UCEM that extends to our students
- We value and reward each individual's skills, working towards common goals with shared objectives and through collaborative practice

### SAFEGUARDING AND PREVENT

Please note any appointment to this post is conditional upon and subject to an enhanced certificate (criminal record check) issued by the Disclosure and Barring Service (DBS), which will also include a check of the DBS Barred Lists.

If you are appointed to this post you will also be required, as part of your induction training, to undertake training relating to safeguarding and Prevent. This training will be both face-to-face and online. Any prior training in these areas is helpful, however it will not make you exempt from undertaking training with us.

## BENEFITS

- Salary range £35,000 to £40,000 per annum. Full Time Equivalent.
- 24 days paid holiday (rising with service to 27) plus paid bank / public holidays and up to 5 paid closure days; all per holiday year Full Time Equivalent. Holiday buy/sell available.
- Salary exchange pension scheme (auto-enrolment to the People's Pension). You will automatically be opted-in to salary exchange (the term we use for salary sacrifice). You may opt-out.
- Life assurance provision.
- Horizons: There are limited parking spaces but you may ask to join the Waiting List.
- Employee Assistance Programme.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Voluntary Healthcare Scheme.
- Charity giving.
- Access to IT and retail discounts.

*On the jobs page of our website you will find the full list of employee benefits at UCEM*

## APPLICATION PROCESS

### Preferably by email to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk)

Please send the following documents:

- 1) Your up-to-date CV;
- 2) A covering letter outlining your suitability for the role with your salary details; and
- 3) A completed **Recruitment Check Form**, available from the jobs section of our website at [www.ucem.ac.uk](http://www.ucem.ac.uk)

Internal applicants are advised to inform their line manager of their application.

# Job Specification

## Continuation Sheet

### Informal discussion

For an informal discussion about the role please contact John Pratt on 0118 467 7934 or email [j.pratt@ucem.ac.uk](mailto:j.pratt@ucem.ac.uk)

For any other enquiries please contact HR on 0118 467 2243 / 7051 or email [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk)

NO AGENCIES – WE DO NOT USE AGENCIES NOR CAN WE ACCEPT CV SUBMISSIONS

### Closing date

Friday 12 April 2019 at 5.00 p.m

Please note, applications may be reviewed as and when they are received, so you may be invited to interview ahead of the closing date.

### Interview date

Initial interviews are scheduled for Wednesday 24 April 2019 and Thursday 25 April 2019. Further details will be advised later in this process.

Please be prepared that there may be a two-stage interview process, held on different dates. As part of any interview process with UCEM, you will meet with a member of the Senior Leadership Team; subject to availability this may be a telephone interview.