**Draft Universal Template to Construct an Apprenticeship Job Description**

**Job Accountabilities**

|  |  |
| --- | --- |
| **DESCRIPTION OF EMPLOYER:****DEPARTMENT:** |  |
| **LOCATION:** |  |
| **APPRENTICE JOB TITLE:****GRADE AND SALARY:** |   |
| **POST REFERENCE:** |  |
| **RESPONSIBLE TO:** |  |
| **JOB DESCRIPTION/MAIN PURPOSE OF THE JOB:** |  |

**KEY TASKS – ROLE SPECIFIC:**

1.

2.

3.

**KEY TASKS – GENERIC:**

1.

2.

3.

**PROGRESSION;**

1. Once you have successfully completed your apprenticeship you may have the opportunity to apply for a permanent position and progression to an Advanced Apprenticeship. You will also have gained a year’s worth of work experience and a full apprenticeship and if applicable a nationally recognised qualification.

**PROJECT AND WORK MANAGEMENT**:

1. Contribute to team working together with other members of the Service.

**Working in a Team**

1. Work towards creating a positive team culture and contribute to the effective group effort amongst colleagues in the team, the wider Directorate and the Organisation.
2. Participate in team cover arrangements to ensure cover and the continuity of service during times of annual leave and sickness.

**Budget Management**

1. …….Will role require budget management, if so specify limit to manage……….

**Managing Self**

5. Able to perform at a high standard with and without direct supervision.

6. Ability to operate effectively in a demanding and pressurised environment.

7. Proactively seek to continuously improve own performance and ensure high quality outputs and actions

**Health & Safety**

8. Ensure compliance with Health and Safety regulations.

9. Respond to new Health and Safety guidance as and when required.

**Equality of Opportunity**

10. Through personal example and action ensure that the team operates within the organisations comprehensive Equality Policy.

**Other**

11. Ability to work….confirm working week Monday to Friday and confirm hours….. hours each week.

12. Any other duties appropriate to the post and grade.

13. Complying with all other statutory requirements applicable to this post

**TRAINING AND DEVELOPMENT:**

* Undertake the apprenticeship training, including a Level …confirm level… and End Point Assessment
* Undertake any one off training sessions
* A range of internal training courses may also be offered alongside the corporate e-learning tool.
* These job accountabilities set out the duties of the post at the time it was created.
* Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
* …………confirm name of your trust….. is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
* Successful applicants for people working in posts with children and vulnerable adults will need to undertake a DBS enhanced clearance for this authority.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment** |
| **Key Skills and abilities** | * IT skills ..…include any specific skills….
* Basic literacy and numeracy
* Communication skills – ability to communicate effectively at all levels, internally and externally
 |  | Application Form, Interview, |
| **Personal Attributes** | * Contributes effectively to team effort.
* Sensitive to other people’s needs.
* Develops strong relationships at work.
* Builds rapport quickly and easily.
* Self-aware and continually eager to learn.
* Motivated to do what needs to be done.
 |  | Application Form,Interview |
| **Core Competencies:** | **Continuous Improvement:*** Continually strive for improvement
* Take responsibility

**Resource Planning:*** Manages resources to achieve plans, objectives and priorities
* Driving projects to achieve results

**Customer Led:*** Takes a proactive approach to meeting the needs of all
* Is approachable and helpful when dealing with all
* Acts with honesty, integrity and discretion
* Takes ownership

**Adaptability:*** Aligns behaviour to the needs/ priorities/ goals of the organisation.
* Deals and copes with change
* Recognises and manages pressure
* Ability to work alone as well as part of a team
 |  | Application Form,Interview |
| **Other** | * Ability to work a ..confirm... hour week.
* Ability to undertake formal qualifications ( if it forms part of the apprenticeship)
 |  | Interview |

**TERMS AND CONDITIONS**

A summary of the terms and conditions specific to apprenticeships are provided below:

# Salary

During Year 1, apprenticeships will be paid ……………. per year. Your salary will be paid to you monthly, on the 25th of each month.

Contract

The apprenticeship is temporary and initially for a ……………… month period*.*

**Performance Management**

All employees within ……………… benefit from an annual appraisal process which review the achievement of targets agreed between you and your manager at the beginning of the performance year. You will also receive regular 1-2-1 meetings with your manager to monitor your progress.

Annual Leave Entitlement

Your annual leave entitlement for this post is …………. days. In addition to this, you will receive eight public holidays which include Christmas, Easter and Bank Holidays.

As the apprenticeship training is an important element of the job, generally annual leave will only be approved by your line manager when you are not expected to attend training.

The annual leave year runs from …confirm…….

**Working Hours**

This post is full time, working …confirm…….. hours per week. Your manager will discuss your working arrangements with you before you start employment.

The Working Time Regulations came into force on 1 October 1998. Whilst the normal working week will be variable and will comprise the necessary hours required to fulfil the obligations of the post, they should not exceed 48 hours per week averaged over a 17 week period or 40 hours per week if you are under 18 years old.