

**Job Description**  
**Learning Support Apprenticeship**  
**Revised Jan 12**

The Directors of Friends of Holly Hayes Woods and Whitwick Community Coffee Shop are able to offer an opportunity for someone seeking a career in Adult and Work based learning to undertake an apprenticeship in learning support at their projects. The person appointed will support learners who are undertaking NVQ and possibly the foundation learning, ensuring a quality delivery of training. Training will be given in all aspects of learning support, including delivery, qualification management, pastoral care and quality assurance. The successful candidate will initially undertake the apprentice framework, and upon completion of those qualifications will be encouraged to undertake further relevant qualifications e.g qualified assessor or PTLLS.

**Duties**

- Supporting learners with a variety of needs, both in the coffee shop setting and the land management setting, as required
- Supporting learners on foundation learning
- Planning and implementing initial assessments and course reviews with learners under the supervision of the training manager
- Creating learner portfolios to agreed standards
- Working closely with Verifiers and Management
- Working closely with the training manager to ensure a holistic provision for our learners e.g. foundation learning providers
- Ensuring Compliance with examination board requirements and other legal requirements under the supervision of the training manager
- Ensuring a quality provision for the learner
- Assisting with publicity and marketing of the projects
- Assisting with special events for fund raising and general community awareness
- Attendance at community and networking events to raise the profile of the projects

**Person Specification**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent people skills, and a real desire to work with traditionally marginalised learners in creative ways</li> <li>• Organisational skills</li> <li>• Computer literate</li> <li>• Willingness to work outside of normal hours and work place</li> <li>• Flexibility</li> <li>• Good Hygiene</li> <li>• Reliability</li> <li>• Willing to undertake relevant qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting people in work based learning, or youth work</li> <li>• Experience of working with learners with learning difficulties</li> <li>• Experience of working with learners from traditionally marginalized groups eg. School Pupils at risk of exclusion, long term unemployed</li> <li>• Experience of organizing fund raising events</li> <li>• Experience of the Voluntary Sector</li> <li>• Ability to drive and access to a vehicle</li> </ul>