

SECTION A: THE ROLE	
Job Title:	Forestry Apprenticeship Link Tutor
Institute/Service:	Institute of Science and Environment
Job Grade:	Grade 06
Job Family:	Services
Job Location:	Ambleside
Responsible To:	Head of Teaching and Learning & Student Experience
Role Purpose:	
To work as part of a team delivering high quality degree apprenticeship provision on the Professional Forester Degree Apprenticeship and Forestry Works Manager Higher Apprenticeship.	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	Provide support, advice and guidance to degree apprentices, including visiting degree apprentices in the workplace, conducting a tripartite review with the employee and their employer, acting as personal tutor for the apprenticeship learners, supporting portfolio development and supporting lecturing staff in the delivery of some learning sessions.
2.	Act as coach and mentor for the learners, ensuring they are making the required progress with their apprenticeship, helping respond to learning challenges and providing feedback to the employer and programme lead. The role is fundamental to the learners development of their portfolio and preparation for end point assessment with the relevant professional body.
3.	Provide a first point of contact for student welfare issues and refer problems where they are more complex or serious.
4.	Work with apprentices to ensure that they collect appropriate evidence to demonstrate achievement of competency outcomes in accordance with the professional/regulatory body requirements.
5.	Build and maintain a working relationship with the employer contacts/ supervisors/ mentors/ counsellors to maximise future opportunities and uphold the values and reputation of the University of Cumbria.
6.	Ensure that the course and apprenticeship standards, guidelines and regulations are followed by the apprentices and the supervisor / counsellor as well as monitor and report on the quality of employer support to ensure that the standards set by the University and/or professional body/regulatory bodies are met in full.

Additional Information:

You may on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 6 Role Title: Apprenticeship Link Tutor	Essential/ Desirable	To be identified by:
Qualifications		
Honours Degree (or equivalent)	Essential	Application Form
Higher Degree (or equivalent at least at Masters level) in a related area or undertaking one at present.	Desirable	Application Form
Member of the Institute of Chartered Foresters	Desirable	Application Form
Experience		
Successful experience of working with apprentices or work-based learners, preferably at degree level.	Essential	Supporting Statement/ Interview
Experience of working in a mentoring and/or coaching role in the workplace	Desirable	Application Form/Interview
Knowledge, skills and abilities		
Ability to recognise, apply and evaluate effective learning and teaching methods within the appropriate context, utilising technology wherever appropriate.	Essential	Supporting Statement/ Interview
Commitment to engage in and maintain quality systems based on regular and recorded periodic reviews.	Essential	Supporting Statement/ Interview
Ability to facilitating students' work-based learning.	Essential	Application Form/Interview
Effective oral and written communication skills including presentational skills.	Essential	Application Form/Interview
Ability to work effectively as part of a team or self-directed.	Essential	Application Form/Interview
Ability to motivate, coach and support students and have knowledge of individuals learning styles and development needs.	Essential	Application Form/Interview
Experience of working with apprenticeship learners	Essential	Interview
Other		
Ability to drive minibuses and thus hold a driving licence which includes hold D1 + E, a PCV licence or a willingness to undertake D1 training.	Essential	Application Form/Interview
Must be committed to the Safeguarding and promoting the welfare of young people and vulnerable adults including: Ability to form and maintain appropriate relationships and personal boundaries with young people and vulnerable adults	Essential	Application Form/Interview

Emotional resilience in working with challenging behaviours	Essential	Application Form/Interview
---	-----------	----------------------------