SECTION A: THE ROLE	
Job Title:	Apprenticeship Personal Tutor (Nursing)
Institute/Service:	Institute of Health
Job Grade:	Grade 06
Job Family:	Services
Job Location:	Hybrid – home working and campus working
Responsible To:	Principal Lecturer Nursing

Role Purpose:

To work as part of a team delivering high-quality degree apprenticeship provision on the Registered Degree Nurse Apprenticeships and Nursing Associate Apprenticeships. The post holder will provide support, advice and guidance to degree apprentices, conduct tripartite reviews with the employee and their employer and act as a first point of contact for apprenticeship learners. In addition, the post holder will assist apprentices with the development of their portfolio of evidence and submission of off the job hour timesheets.

The role will act as coach and mentor for the learners, ensuring they are making the required progress with their apprenticeship, helping to respond to learning challenges and provide feedback to the employer and academic programme teams. The role is fundamental to the learner's development of their portfolio and preparation for gateway and end point assessment.

You will be one of the first point of contacts for student welfare issues, escalating concerns where they are more complex or serious. You will work with degree apprentices to ensure that they collect appropriate evidence to demonstrate achievement of competency outcomes in accordance with the professional/regulatory body requirements. You will build and maintain a working relationship with the employer contacts and mentors to facilitate comprehensive learner support and maximise future opportunities, while upholding the values and reputation of the University of Cumbria.

You will ensure that the course and degree apprenticeship standards, guidelines and regulations are followed by the degree apprentices, the employer and the university. Monitor and report on the quality of employer support to ensure that the standards set by the University of professional body/regulatory bodies are met in full. Engage with quality assurance and compliance procedures as required to ensure that the University and external organisation standards are met. Participate in external networks, open days, application events, visits to employers /colleges to promote degree apprenticeship learning opportunities.

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
Your principal duties and responsibilities are outlined below:	
1.	Maintain familiarity with relevant apprenticeship and professional body standards.
2.	Organise, attend and document tripartite review meetings for apprentices to address apprenticeship requirements including regulatory and professional body alignments.

3.	Give advice on academic programme structure to apprentices and employers in regard to the relationship between the academic and work-based aspects of the apprenticeship.
4.	Monitor academic and work-based performance of apprentices, and provide support and interventions as required, in conjunction with the relevant academic team (including programme and module leaders) and employers. This includes the timely and accurate completion of tripartite reviews and making the appropriate referrals where action is needed.
5.	Contribute to delivery of University modules that focus on portfolio development and the utilisation of Aptem, under the guidance and leadership of the academic team.
6.	Organise, attend and document tripartite review meetings for apprentices to address apprenticeship requirements including regulatory and professional body alignments.
7.	Maintain accurate and comprehensive records of interactions with each apprentice.
8.	Prepare annual progress reports in respect of each apprentice supported.
9.	Pro-actively oversee and manage apprentices compliance against the apprenticeship commitment statement and regulatory standards, escalating risk.

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 Personal Tutor**	**Essential/ Desirable**	**To be identified by:**
Qualifications		
Foundation Degree (or equivalent)	Essential	Application Form
Accredited by the Higher Education Academy to meet standard two of the National Framework of professional standards for teaching and supporting learning or completion of such accreditation within 2 years.	Desirable	Application Form
Experience		
Successful experience of coaching, mentoring and supporting learners	Essential	Supporting Statement/ Interview
Experience of working in a health-related sector	Desirable	Application Form
Experience of apprenticeships and supporting apprentices	Desirable	Application Form
Ability to recognise, apply and evaluation effective methods within the appropriate context, utilising technology wherever appropriate.	Essential	Supporting Statement/ Interview
Commitment to engage in and maintain quality/compliance systems based on regular and recorded periodic reviews.	Essential	Supporting Statement
Committed to facilitating apprentices' work-based learning development.	Essential	Supporting Statement/ Interview
Effective oral and written communication skills including presentational skills.	Essential	Interview
Ability to work effectively as part of a team or self-directed.	Essential	Supporting Statement
Ability to motivate and support students and have knowledge of individuals learning styles and development needs.	Essential	Supporting Statement/ Interview
Experience of working in higher education and awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job. Developing expertise and theoretical knowledge.	Desirable	Application Form/Interview
Knowledge, skills and abilities		
Skills to assess and organise resources, and plan and progress work activities, projects, and implement improvements within own area of work, using initiative and judgement with limited recourse to others.	Essential	Supporting Statement/ Interview
Skills to research collate and edit material for inclusion in reports/other documents.	Essential	Application Form/Interview

Well-developed analytical/problem solving capability to perform detailed analysis of information and identify issues to support decision making.	Essential	Application Form/Interview
Ability to provide detailed guidance, coaching, and instruction to develop the knowledge and skills of others.	Essential	Application Form/Interview
Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology and development and maintenance of websites eg Office 365.	Essential	Application Form/Interview
Professional approach to work and work colleagues and an ability to work independently and show initiative.	Essential	Interview