

## Role Profile

**Role Title:** Personal Development Manager – Health and Social Care Level 3

**Based:** Field-based

**Reports to:** Performance Manager

### Role Purpose:

As a Personal Development Manager you will be responsible for ensuring a caseload of Apprenticeship learners achieve their Health and Social Care Level 2 and Level 3 qualifications. You will do this through conducting progressive visits with every learner, every month and supporting, motivating and encouraging them to achieve within the agreed timeframes. You will have a clear set of KPI's and will manage your own diary to ensure you achieve these.

### Key Responsibilities:

- Engaging with learners and employers on a monthly basis to gain commitment to programme
- Delivering effective teaching and learning sessions to develop knowledge, skills and behaviours as defined in the Apprenticeship standards
- Adhering to Ofsted requirements and best practice for teaching, learning and assessment
- Visit an average of 3 learner per day (either remotely or f2f depending on learner need) to ensure a minimum of 90% of learners are seen every month
- Proactively manage and progress a caseload of learners in line with the curriculum approach to ensure they complete within funded programme end dates
- Carrying out observations of learner practice in the workplace
- Supporting learners to achieve their maths and English functional skills
- Supporting learners to successfully pass End Point Assessment
- Adhere to external Awarding Organisation standards and internal quality processes at all times
- Ensure submission and assessment of learner evidence in a timely manner to show learner progression
- Complete and submit associated administration accurately and within expected timescales
- Proactively commit to your own continuing professional development to drive continual improvement
- Share best practice to improve team performance
- Foster a collaborative approach across operational, quality and support teams
- Promote and safeguard learner health and wellbeing
- Recognise, record and report any safeguarding concerns relating to learners, adults at risk or children.

**Skills & experience required:**

- A passion for education, standards and quality
- Excellent time management, planning and organising skills
- Ability to work under pressure and to strict deadlines and targets
- Assertiveness and objection handling skills
- Professional and approachable manner
- Effective communication skills – ability to communicate at all levels
- IT Literate
- Competent in Literacy and Numeracy
- Relevant D32 / D33, A1, TAQA, CAVA or equivalent qualification
- Ideally you will possess a Health and Social Care Qualification to Level 3
- Minimum of 2 years' experience working in Health and Social Care