

Role Profile

Role Title: Personal Development Manager – Health and Social Care Level 5

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 qualifications up to Level 5. 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 5
- Minimum of 2 years' experience working in managing Adult Health and Social Care provisions