

Job Description and Person Specification

Job Title: AHP Apprentice Lead Band 7



respect ♦ open ♦ accountable ♦ working together ♦ innovative ♦ excellence

Visit us at www.kmpt.nhs.uk

Job Description

JOB TITLE: AHP Apprentice Lead

BAND: 7

CARE GROUP: Corporate

DEPARTMENT: Allied Health Professions

HOURS OF WORK: 37.5

RESPONSIBLE TO: AHP Practice Development and Education Lead

ACCOUNTABLE TO: Trust Strategic Professional AHP Lead

BASE: TBA/Hybrid

JOB PURPOSE:

This post will encompass the coordination and support all AHP Apprentices in a range of programmes. The post holder will be a central link between all stakeholders including the Trust Apprentice Lead, HEIs, Colleges, Apprentices, Mentors and the workplace.

KEY RESULT AREAS:

- Working collaboratively with Trust AHP Apprentice Lead to ensure that the AHP Apprentice programmes meet the Government Apprenticeship standards set by the Apprenticeships Policy in England (Gov.UK, 2023).
- Lead on the growth of AHP Apprenticeship programmes; this includes the Level 3 AHP Support Worker Apprenticeship and Level 3 Peer Worker apprenticeship and the Level 4-6 AHP Degree Apprenticeships.
- Develop policies, processes and operating guidance for the AHP Apprentice programmes.
- Streamline the AHP Apprentice recruitment pathways to build a robust and sustainable programme.
- Co-ordinate and provide on-site support, educational input and developmental activities for teams, work-based mentors and AHP Apprentices.
- Working collaboratively with the AHP Practice Development and Education Lead and AHP Practice Placement Facilitator providing support in the AHP Practice Education Team as required; reporting to the AHP Leadership team.
- Working in partnership with external stakeholders and HEIs to develop, co-ordinate, evaluate and support the implementation of education programmes with providers.
- Lead on the development of work-based mentors; developing training packages in line with National and Local requirements.

- Collate, analyse, interpret and action plan apprentice feedback and evaluations to inform capacity and quality of programme delivery. Use feedback and data to inform decisions on suitable learning environments and in care delivery.

RESPONSIBILITY:

- Supporting the Trust Apprentice Lead with AHP Apprentice coordination.
- Promote and Coordinate AHP work experience opportunities.
- Develop new AHP Apprenticeship opportunities across directorates in KMPT to grow and enhance the AHP workforce.
- Influencing service managers and senior leaders to identify appropriate teams to support degree apprentices; considering available funding, resources and team infrastructure.
- Lead on the full recruitment process of AHP Apprentices to enhance effective workforce development.
- Coordinating the AHP Apprentice induction with managers and work based settings ensuring oversight of processes and apprentice experience.
- Ensure that AHP Apprentices have the equipment and resources in place to carry out their role – laptops, phones, shared drives etc.
- Support managers and mentors to provide reasonable adjustments in the work place as required.
- Ensure mentors and apprentices have access to academic resources such as Blackboard and Smart Assessor.
- Monitoring of mentor meetings and tripartite meeting; escalating issues to HEI leads where appropriate.
- Management of the database of AHP Apprentices to ensure there is oversight of all apprentices.
- Enabling apprentices to thrive, by providing pastoral support in the workplace using coaching and mentoring techniques.
- Providing direct mentor cover when mentors are unavailable.
- To be accessible to AHP Apprentices for informal and formal support, with appropriate communication strategies in place.
- Mentoring Apprentices in their workplace settings and supporting in the identification of work-based learning opportunities bringing clinical expertise and experience to the service.
- Responding sensitively to personal and professional issues that may arise throughout the AHP Apprentices learning journey and responding to Health and Wellbeing needs.
- Identifying additional development and training opportunities that support the learning journey; including academic support where required.
- Ability to deliver teaching in a range of formats – Big Blue Button, Teams, and face to face.
- The development and teaching of Mentor Training, which ensures that Mentors understand the requirements of the programme and have the necessary skills and knowledge to support apprentices.
- Support in resolution of complex work-based issues that require analysis, including managing difficult conversations, complaints and conflict management skills. Drawing the learning from these events.
- Facilitation and expansion of Action Learning Sets for AHP Apprentices and supporting any follow up required.

- Plan and facilitate an annual AHP Apprenticeship Conference to celebrate achievements of apprentices, showcasing best practice examples, and sharing learning from evaluation and feedback.
- Represent the Trust at recruitment events at the local partner Universities/Colleges.
- Represent the Trust at the OT degree apprenticeship consortium meetings, providing professional leadership and maintaining collaborative working relationship with system partners.
- Represent the Trust at Graduation events, conferences and presentations.
- Contribute to revalidation meetings with HEIs to support the evaluation and improvement of the programmes.
- Represent the Trust at any national events which benefit the role.
- Assess, monitor and analyse the quality of work-based learning environments, to determine interventions to sustain and enhance work-based learning for apprentices.
- Evaluation of the AHP Apprenticeship programmes and annual report to the AHP Leadership team.

ENVIRONMENT:

- Emotional Effort: May involve complex and sensitive conversations with staff involved in the programme. Role requires post holder to manage their own fitness to practice and wellbeing needs.
- Mental Effort: Frequent requirement for concentration for checking documents and analysing statistics, managing conflicting priorities. Requirement to complete multiple tasks whilst contending with conflicting priorities.
- Working conditions: Maintaining and promoting a safe environment taking account of infection control and identifying and reporting hazards and risks in a timely manner.
- This role will require hybrid working involving remote and office-based work. Working contracted hours as per the requirements of the service. May also be required, at times, to work at other Trust units and/or sites. Work pattern can at times be unpredictable. Post holder will require access to internet at home.
- Physical Environment: Physically able to carry out all duties required of the role. This includes sitting at a desk and working on a display screen for long periods of time.
- It will also include travel to clinical settings to support work-based learning Trust wide. The post holder will be in direct contact with service users when supporting learners in work based settings. This role will require the post holder to be a driver and there is an expectation to travel between all main sites and carry equipment.

JOB SUMMARY:

The post holder will have a high degree of autonomy and decision-making, and will be expected to work in a manner commensurate with this level of responsibility. The highest standards of integrity and probity will apply to this post working with internal and external stakeholders.

COMMUNICATIONS AND WORKING RELATIONSHIPS:

- Internal: Trust Board / Heads of service
EMT members
Trust Managers
Head AHPs

Director of Nursing
Managers/ clinical leads / team leaders
Practice educators, supervisors within clinical settings
Practice placement facilitators locally and nationally.
Students/Learners

- External: NHS England Workforce Training and Education, Surrey and Sussex
The Deans of the Higher Education Institutions
Course leaders, link lecturers
AHP Faculty
Voluntary Organisations
Other NHS Trusts

STANDARDS OF BUSINESS CONDUCT:

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and at all times, deal honestly with the Trust, with colleagues and all those who have dealings with the Trust including patients, relatives and suppliers.

HEALTH AND SAFETY:

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persons that may be affected by his/her work.

INFECTION, PREVENTION AND CONTROL

All employees are personally accountable for their actions and responsible for ensuring that they comply with Infection Prevention and Control related policies. All employees must understand their legal duty to take reasonable care of their own health, safety and security and that of other people who may be affected by their actions or omissions and for reporting untoward incidents and areas of concern.

SAFEGUARDING:

All staff have a duty to identify, report and record incidents of potential or actual abuse. This statement applies whether the victim is an adult or child. All queries will be addressed by the Trust Safeguarding Team.

PERFORMANCE REVIEW:

This job description will be used as a basis for individual performance review between the post holder and the Manager.

The job description covers only the key result areas, and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service.

The post holder will need to take due account, in the way they achieve the key result areas of Trust policies and procedures.

The Trust aims to maintain the goodwill and confidence of its own staff service and users and the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

The post holder will carry out their duties in accordance with the Trust Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

CONTINUOUS IMPROVEMENT:

The Kent and Medway NHS and Social Care Partnership Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of patients.

THE TRUST'S MISSION STATEMENT:

To put patients first by providing community based, high quality and responsive healthcare services, delivered by well trained and supported staff who work with relatives, carers and other agencies in the best interests of patients.

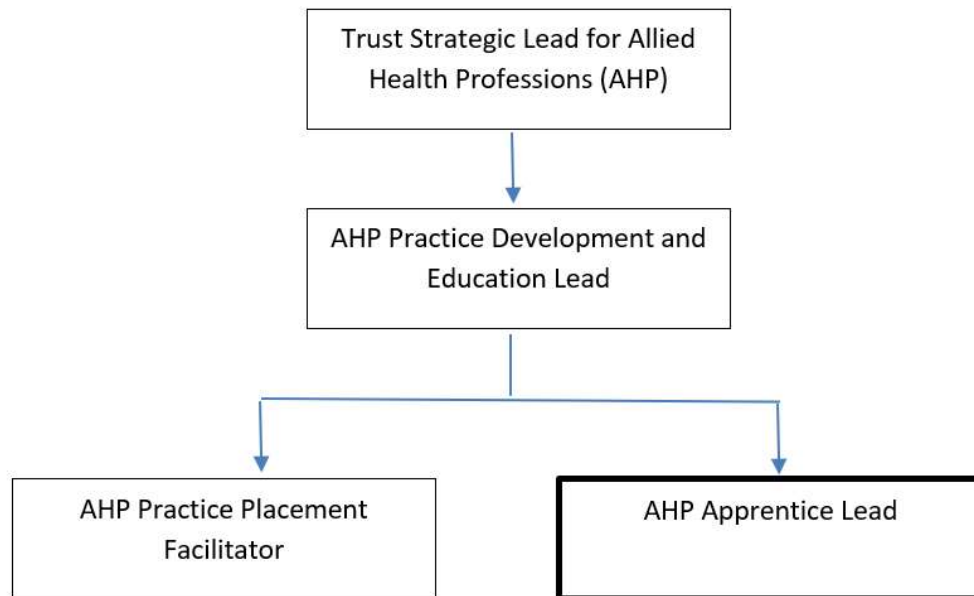
STATEMENT OF THE TRUST'S AIMS AND VALUES:

- To remain patient focused at all times by providing high quality and responsive healthcare services in hospitals and the community.
- To work closely with patients, their families, carer groups, local communities and other organisations ensuring care is co-ordinated.
- To respect and develop every member of staff by encouraging and supporting them in their personal and professional development and by valuing their input through recognition and individual reviews.
- To be innovative and proactive by encouraging staff to initiate new ideas in working practices and ensuring a process and continuous improvement in the way services are provided.
- To provide best practice and value-for-money by reviewing and evaluating services and sharing information internally and externally.

CONFIDENTIALITY:

The Kent and Medway NHS and Social Care Partnership Trust employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

ORGANISATION CHART:



JOB DESCRIPTION AGREEMENT:

Job Holder's Signature:

Date:

Manager's Signature:

Date:

Person Specification

Knowledge, Skills, Training and Experience

	Essential	Desirable
Training, Qualifications and Registration	<ul style="list-style-type: none"> Registered member of professional body. A registered Allied Health Professional with a breadth of clinical experience. Qualified Practice Educator Evidence of post graduate development through formal postgraduate courses or experience e.g. (MSc or equivalent – clinical leadership or education). 	<ul style="list-style-type: none"> Registered member of the relevant special interest group Post Graduate qualification in coaching or mentoring
Experience	<ul style="list-style-type: none"> Experience in clinical practice, holding a broad range of experience or specialist field within a variety of settings Experience of managing complex and competing demands To have experience of supervising students or learners on placement in clinical settings. Experience of managing and developing staff Experience of recruitment and selection of staff 	<p>Experience within a clinical leadership / professional role</p> <p>Delivering teaching and presentations to develop staff and learners</p> <p>Experience of proactively leading service developments</p> <p>Experience of coaching and mentoring learners in the workplace</p>
Knowledge and Skills	<ul style="list-style-type: none"> Ability to make decisions autonomously and co-operatively as part of an inter-professional team The ability to work autonomously with good time management and organisational skills Ability to self manage determine priorities and meet deadlines Knowledge of current Allied Health Professional issues in both clinical and education settings. Commitment to and a focus on quality, promoting high standards of education to improve learner experience Ability to motivate, empower and enable others 	<ul style="list-style-type: none"> Ability to teach and facilitate learning, presentation skills and public speaking. Self-awareness in managing own wellness at work and confidence to seek support when required Have a comprehensive knowledge of pre-registration education An understanding of the broad aims of current national and

	<ul style="list-style-type: none">• Ability to use persuasive, motivational & negotiation skills to engage individuals & teams to bring about change• Good communication skills and interpersonal skills, both written and verbal.• High level of IT literacy- advanced use of Microsoft software and products.• Ability to collate and analyse data, audits and feedback.• Ability to communicate sensitive and complex issues.• Have responsibility to remain clinically effective, maintain clinical knowledge base and meet professional registration requirements and actively work through identifying learning needs and producing a PDP with reviewer.	<p>local healthcare education policy and an appreciation of the implications of this on clinical practice and curriculum development</p> <ul style="list-style-type: none">• Experience of post graduate research or evaluation.
--	---	--