

JOB DESCRIPTION

Post:	Pharmacy Technician Apprenticeship Programme Developer
Responsible to:	Head of Faculty – Nursing & Allied Health
Grade:	Band D, Point 12 (Market Forces)
Schedule of Work:	Variable hours (Around 0.4 FTE, which equates to 14.8 hours per week) Fixed-term contract until 31 August 2027
Conditions of Service:	In line with College Conditions of Service

Job Purpose

To lead the development, implementation and future delivery of the Pharmacy Technician Apprenticeship Programme, ensuring that curriculum design, employer engagement and quality assurance activities meet the requirements of the General Pharmaceutical Council (GPhC), Department for Education (DfE) apprenticeship funding rules and relevant awarding body specifications.

This is an evolving role that will initially focus on the design, planning and establishment of the apprenticeship programme, including curriculum development, employer engagement, recruitment and onboarding activities. Subject to programme approval and learner recruitment, the role will develop to include teaching, assessment and wider programme leadership responsibilities.

Key Responsibilities

1. Curriculum/Programme Development and Quality Improvement

- To lead the development and implementation of the Pharmacy Technician Apprenticeship programme, including curriculum planning and programme documentation.
- To work collaboratively with NHS partners, employers and external stakeholders to ensure the programme reflects current workforce requirements and professional standards.
- To develop schemes of work, teaching materials, learning resources and assessment strategies in line with apprenticeship standards and regulatory requirements.
- To contribute to programme validation, approval and quality assurance processes, including the preparation and maintenance of documentation required by awarding organisations and regulatory bodies.
- To support the recruitment, onboarding and induction of apprentices, including employer engagement, applicant interviews and information events.
- To advise on and support the development of facilities, equipment and learning resources required for programme delivery.
- To pilot and evaluate the delivery of new provision and provide support for candidates who engage in the programme
- To establish and maintain strong working relationships with employers and external partners to support programme growth and learner success.

- To promote the Pharmacy Technician Apprenticeship through employer engagement activities, open events and marketing initiatives.
- To create and maintain accurate records, programme documentation and quality assurance evidence.
- To ensure compliance with current apprenticeship funding rules, Department for Education requirements and relevant regulatory frameworks.
- To maintain current professional knowledge of pharmacy practice, apprenticeship policy and changes in healthcare education and training.
- To participate in programme review and continuous improvement activities, ensuring high standards of teaching, learning and apprentice outcomes.
- To participate in course team activities, including standardisation and internal verification (where appropriate)
- To contribute to quality assurance processes and continuous improvement activities
- To support curriculum innovation and responsiveness to employer and sector needs
- As appropriate, to coordinate the planning, delivery and assessment of subjects/ units or defined areas of curriculum

2. Teaching, Learning and Assessment – subject to programme approval and learner recruitment (Phase 2)

- To undertake teaching, assessment and learner support activities within the Pharmacy Technician Apprenticeship programme.
- Plan and deliver engaging, inclusive, and high-quality teaching sessions
- Develop and use a variety of teaching strategies, including digital and blended learning approaches
- Assess student work accurately and provide timely, constructive feedback
- Monitor and track student progress, using data to inform teaching and support interventions
- Adapt teaching to meet the needs of diverse learners, including those with additional support needs
- Plan, manage and deliver assessment activities, including formative assessment, to monitor progress and support student achievement, including where appropriate the organisation of shows and exhibitions
- Deliver teaching in ways that develop students' transferable, employability and study skills alongside course content
- Enhance the student experience through activities such as guest speakers, visits and trips that enrich learning, broaden industry awareness and support progression to next steps
- Maintain relationships with external stakeholders such as awarding bodies, universities and employers.

3. Student Support and Experience

- Act as a personal tutor, providing pastoral support and guidance to a group of students
- Promote high standards of behaviour, attendance, and engagement
- Identify and support students at risk of underachievement, working with support services where appropriate
- Contribute to a safe, inclusive and positive learning environment
- Promote and encourage student participation in enrichment, work experience and wider college opportunities, and signpost students to careers, student and learning support services to help them benefit fully from the opportunities available

4. Professional Practice

- Maintain up-to-date subject and pedagogical knowledge
- Engage in continuous professional development, including industrial updating where relevant
- Reflect on own practice and contribute to peer review and quality improvement processes
- Promote and embed equality, diversity, and inclusion in all aspects of work

5. Wider College Contribution

- Participate in marketing, recruitment, and student interview activities
- Contribute to cross-college initiatives, projects, or working groups as required
- Support employer engagement, work placements, and industry links where appropriate
- To undertake such other duties commensurate with the grade of the post as may reasonably be required by the Head of Department or Principal.

General Responsibilities

- Comply with all College policies and procedures, including safeguarding, Prevent, health and safety, and data protection
- Actively promote safeguarding and the welfare of children and vulnerable adults
- Contribute to a culture of sustainability and responsible resource use
- Maintain high standards of professional conduct at all times
- Undertake other reasonable duties commensurate with the role

Person Specification

Essential Criteria

- Registered Pharmacy Technician with the General Pharmaceutical Council (GPhC).
- Significant recent experience working as a qualified Pharmacy Technician.
- A recognised Level 3 Pharmacy Technician qualification.
- Sound knowledge of contemporary pharmacy practice and medicines management.
- Good understanding of the education and training requirements of Pharmacy Technicians and apprenticeship standards.
- Experience of supporting, supervising, mentoring or training colleagues, learners or apprentices in practice.
- Ability to plan and deliver effective and engaging learning experiences
- Excellent organisational and administrative skills.
- Excellent communication and interpersonal skills.
- Ability to build and maintain effective relationships with employers and external stakeholders.
- Experience of working with employers or industry partners
- Ability to work independently and as part of a team.
- Good IT skills, including Microsoft Office applications.
- Ability to create and maintain effective records and systems.
- Commitment to equality, diversity, and inclusion
- Willingness to travel throughout Cornwall, with access to own transport and a full driving licence.
- Recognised teaching qualification (PGCE, Cert Ed or equivalent) or willingness to work towards one.
- Right to work in the United Kingdom.

Desirable Criteria

- Assessor and/or Internal Quality Assurance qualification.
- Experience of curriculum development within further or higher education.
- Experience of apprenticeship delivery, assessment or programme management.
- Experience of teaching or facilitating learning in an educational or workplace setting.
- Experience of working across multiple pharmacy sectors, including hospital and community practice.
- Experience of using digital technologies to support learning
- Knowledge of Department for Education apprenticeship funding requirements and quality frameworks.
- Evidence of continuing professional development and leadership within pharmacy practice

Additional Information

- The College is committed to safeguarding and promoting the welfare of children and vulnerable adults. The successful applicant will be required to undertake an enhanced DBS check.
- The College values diversity and is committed to creating an inclusive environment for all staff and students.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.