
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Programme Manager/Assessor in Dental Nursing
Department:	Health, Social Care & Early Years
Responsible to:	Curriculum Leader, Health, Social Work, Access to HE
Hours:	15 hours a week, all year round
Salary:	Actual £16,182 up to £18,461 (YCL5.1 – YCL5.5 FTE £39,917 - £45,539) depending on skills and experience
Date of Issue:	October 2026

1. Job Purpose

To programme manage, teach, assess, and support all aspects of the learning programme related to the dental nursing apprenticeship. In addition, support the delivery of other dental care professional programmes and oral health training on other health and social care programmes delivered by Yeovil College and partners.

- To provide an outstanding service to learners, staff, and other stakeholders.
- To actively engage in developing and promoting the departments operational plan
- To actively engage with achieving the College strategic aims and development plans
- To actively promote equality, diversity, and fundamental British Values in all aspects of the role.

2. Key Roles & Accountabilities

- To create effective partnerships with employers of all learner cohorts.
- To effectively communicate with employers, college staff and learners.
- To provide advice and guidance to prospective learners and employers on appropriate programmes, qualifications, and bespoke training.
- To induct learners on to the curriculum content work-based learning programmes.
- To agree the content and responsibilities of the learning programmes with the employer and employees.
- To ensure that all necessary documentation is completed by the employer and the learner in conjunction with Education Skills Funding Agency rule and Framework/Standards requirements.
- To visit the workplace regularly to carry out programme delivery, reviews and assessment of learner progress, within the required timescale with the involvement of the learner and the employer.

- To negotiate targets and complete all necessary documentation including course and CRM databases.
- To provide the relevant documentation so that learner progress can be monitored and recorded.
- To complete and administer government funded paperwork within the contractual requirements.
- To be responsible for all elements of the agreed training programme.
- To ensure that the Curriculum Leader is aware of the progress of all learners.
- To attend programme and assessment team meetings and to participate in the quality review process.
- To deliver training and assess learners within the relevant vocational area as required.
- To maintain a workload that can contain a caseload of learners for assessment based on the College caseload model.
- Be committed to your on-going professional development by contributing to the identification of your own training.
- To carry out internal verification and/or standardisation within the relevant curriculum area as agreed with the Curriculum Leader.
- To plan and co-ordinate the case loading, delivery, assessment, and internal verification of provision within the relevant curriculum area as agreed with the Curriculum Leader and in conjunction with the Employer Engagement Team.
- To provide a point of contact and support for the department training co-ordinator.
- To work closely with the Curriculum Leader / Examinations Officer to ensure that materials and paperwork are available for Awarding Bodies and External Verifiers.
- To cover for absent lecturing staff as required.
- To work effectively as part of the Curriculum Area, alongside the Curriculum Leader.
- To maintain effective working relationships with other Departments across the College.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

All staff have a responsibility to treat others with fairness, equality and respect in accordance with legislation, the College's equality and diversity policy and the College's Core Values.

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, gender re-assignment, disability, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

All employees of the College have a responsibility for behaving and acting in a way that supports this policy and procedure and promotes equality and diversity as well as fundamental British values in all aspects of their work.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people, and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone responsibility.

Yeovil College – Person Specification
Post: Programme Manager/Assessor in Dental Nursing

	Essential	Desirable
Previous Experience	- At least three years' practical experience, post qualification as a dental hygienist or dental therapist. - Current General Dental Council registration as a dental hygienist or dental therapist.	- Experience of delivering oral health promotion to a diverse range of patient groups and their carers. - Experience of assessing learners. - Experience of supporting learners and their individual needs. - Experience of work-based learning systems including Smart Assessor. - An understanding of apprenticeship and T level education delivery.
Qualifications	- BSc or Diploma in Dental Hygiene or Dental Therapy (or joint award) - Appropriate assessing or IQA qualification or willingness to work towards. - Appropriate teaching qualification or willingness to work towards.	- Knowledge of alternate discipline - Appropriate Internal Verification qualification - Award in Education & Training (or equivalent for supporting in the workplace)
Special Skills/Aptitudes	Strong IT skills.	- Delivering clinical skills training - Curriculum planning experience
Personal Attributes	- Good interpersonal skills. - Able to use own initiative. - Good organisational skills. - Able to represent and promote the College in a professional manner.	
General	- Able to work flexibly, possibly some evenings, particularly as some manufacturing companies operate shift systems. - Must possess a full UK driving licence and have use of a vehicle for college related travel.	
Ability to demonstrate the College values	Aspirational – High ambition, expectation, and effort.	

	• Collaborative – In it together. • Exceptional –Innovative and enterprising. • Team YC – Doing amazing things.	
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Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills, or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf