

Job Description & Person Specification

Post Title:	Apprenticeship Manager (Operational)	Post Reference:	148 - BPC
Department:	Apprenticeships	Location:	Cross Sites
Hours per week:	37	Weeks per year:	52.14
Contract type:	Permanent	Salary:	£32, 408 with Bonus up to £2.5k
Reports to:	Director of Apprenticeships		

Job Description

1.	Department Overview
	<p>The Directorate comprises of all Apprenticeship related curriculum and support across all areas of the College.</p> <p>The Directorate is responsible for the leadership, management and development of the College's provision for apprenticeships and Whole College Strategy areas ensuring that the quality of the delivery is of the highest standard.</p>
2.	Purpose of the Role
	<p>The Apprenticeship Manager (AMo) will be responsible for supporting the Director of Apprenticeships in the leading and managing of apprenticeship delivery, staff and resources within their area of responsibility.</p> <p>This will include the management of staff which will involve setting objectives, monitoring of performance and sickness absence and participating in the selection of staff and in the coaching and development of staff within their teams.</p> <p>The postholder will be responsible for employer relationship management, securing repeat business and effective liaison with Apprenticeship Recruitment.</p> <p>This post will make a contribution to enable the College to meet the strategic priority of curriculum growth and financial health by effective and efficient curriculum management. You will support the Director to achieve and deliver demanding targets by pro-actively promoting a range of apprenticeship opportunities available to Apprentices. You will work closely and collaboratively with other Learning Managers and Recruitment to ensure growth targets are fully met. This is a dynamic and proactive role for an experienced manager that has a proven ability to meet deadlines and deliver agreed targets</p>
3.	Key Accountabilities & Duties
	<p>Key Accountabilities</p> <ul style="list-style-type: none"> • To have responsibility for specific apprenticeship frameworks/standards and their fulfilment • Ensure that the delivery of teaching and learning is of the highest standard and responsive to the needs of the Apprentices, including, in particular:

	<ul style="list-style-type: none"> • Establishing and maintaining high levels of professional conduct in the area of responsibility. • Employer relationship management • Ensuring that the targets for the improvement in quality of work based assessment for apprenticeships are achieved. • Managing and being accountable for sustained improvements in timely success rates • Managing the Apprentice disciplinary process and conduct for apprenticeships. • To ensure the effective management of the apprentice review process • To capitalise on links with employers and secure repeat business • Supporting the delivery of sub contracted provision <p>Detailed Duties</p> <ul style="list-style-type: none"> • Supporting the Director of Apprenticeships to contribute to a process for apprenticeship planning and review that ensures the college’s curriculum is modern and relevant and aligned to local and national priorities. • Ensuring Schemes of Work and assignment schedules are communicated to employers. • Contribute the production and validation of the annual SAR for apprenticeships • Supporting the Director to ensure that arrangements are in place for academic inspections and reviews – especially observation of workplace assessors. • Manage the arrangements for Apprentices’ support, welfare and personal development, including Safeguarding, and Health and Safety. • To be responsible for capturing Apprentices’ views and ensuring that appropriate action is taken and that feedback to Apprentices occurs. • Line management responsibility for Assessors/Trainers • Managing framework claims and ensuring preparation for end point assessment requirements are met. • Guiding and supporting Recruitment when necessary with interview and testing of apprentices. • Attending cross college group meetings as appropriate • Ensuring college systems are used effectively by assessor/trainers eg Onefile, • With the Directors of Learning within curriculum areas, ensuring necessary IQA is complete. <p>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</p>
4.	Equal Opportunities
	<p>The College will seek to ensure that all existing and potential employees and Apprentices are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its Apprentices, employees and visitors.</p>
5.	Safeguarding
	<p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>

6.	Further Information
	<p>This Job Description and Person Specification are current as at June 2016. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.</p> <p>A copy of this Job Description and Person Specification is held with the Human Resources department.</p>



Human Resources

Person Specification

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of apprenticeship policy • Knowledge of issues relating to equal opportunities and cultural diversity. • Understanding of Management 	<ul style="list-style-type: none"> • Substantial knowledge and experience of Apprenticeships. • Knowledge of key policies and targets for national, regional and local further and higher education. • The effective use of information and learning technologies in workplace. • Knowledge of and commitment to Safeguarding Children and vulnerable adults legislation
Experience	<ul style="list-style-type: none"> • Experience of line managing teams • Experience of performance management 	<ul style="list-style-type: none"> • Relevant experience of direct management of apprenticeship delivery. • Experience of assessing, training or mentoring on apprenticeships •
Skills & Abilities	<ul style="list-style-type: none"> • An ability to develop positive working relationships with individuals at all levels (internal and external) • Ability to raise and maintain morale in teams • Ability to effectively lead • IT Skills • Excellent organisational skills • Creative thinker • Good presenter • Good 1:1 and group communicator 	

	<ul style="list-style-type: none"> • Flexible and adaptable attitude to working with students of all ages • Outstanding communication skills • Proven ability to plan and organise own workload. • Ability to access and use relevant sources of research evidence. • Excellent interpersonal skills 	
Personal Attributes	<ul style="list-style-type: none"> • A strong commitment to student success. • Demonstrates a passion for work place learning • Calm under pressure • Logical thinker and reasoner 	
Qualifications	<ul style="list-style-type: none"> • Level 3 qualification • Driving Licence 	<ul style="list-style-type: none"> • Full teaching qualification • Assessor qualification • IQA qualification • Degree / Business Management qualification or suitable relevant industrial experience.
Other Requirements	<ul style="list-style-type: none"> • Ability to travel between sites and to meet external commitments. • Ability to work flexibly, often outside normal working hours. • Willingness to travel nationally and internationally on College business. 	<ul style="list-style-type: none"> •