**JOB DESCRIPTION**

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|  | **JOB TITLE:** | **APPRENTICESHIP MANAGER** |
|  | **DEPARTMENT:** | **PARTNERSHIPS, APPRENTICESHIPS AND ENTERPRISE** |
|  | **REPORTING TO:** | **HEAD OF OPERATIONS** |
|  | **JOB PURPOSE:** |  |
|  | The Apprenticeship Manager supports the Head of Operations to drive forward a detailed curriculum plan that meets the needs of all stakeholders, providing operational leadership and management of Apprenticeship delivery and learning that meets the needs of the learners, employers and communities it serves.To play a key role in the planning, monitoring and development of the apprenticeship provision under the direction of the Head of OperationsTo manage and lead a team of Apprenticeship trainers / assessors, ensuring high quality delivery of teaching, learning and assessment that meet learner and employer need.To manage the Apprenticeship Compliance Administrator, ensuring an effective and responsive administration process that meets the needs of all stakeholders**General Duties and Responsibilities** • To contribute to the strategic direction and operational effectiveness of the College • Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college• Deliver on key performance indicators across the College, aiming to deliver continuous improvement • Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies• To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff • To complete and remain up to date with Mandatory Training• To participate in the College Professional Development and Review (PDR) Scheme  |
|  | **KEY RESPONSIBILITES:** |  |
|  | * To assist the Head of Operations in delivering against the agreed curriculum plan targets.

Ensuring they meet the needs of the learners / employers and communities we serve and responding to local and regional market trends* Monitor the curriculum plan targets by assisting the Head of Operations in meeting the agreed budgetary targets, ensuring the effective and efficient planning and utilisation of resources required for your area including the people, physical space, equipment and materials required by the area, providing high quality learning experience
* Develop and deliver an apprenticeship offer that is attractive to all sections of the communities we serve ensuring progression opportunities into further and higher education
* Explore and recommend opportunities for alternative delivery to employers and their employees. Identify alternative funding routes to meet customer demand / need (Full Cost /AEB/Learning Loans)
* To line manage employees within your Apprenticeship area, ensuring the team are fully supported, have the appropriate qualifications to successfully deliver in their roles (in line with industry and professional standards) and are appropriately deployed to meet the needs of learners and employers.
* To participate in the recruitment and selection of new staff, ensuring a comprehensive induction with appropriate training and mentoring as identified through the College appraisal system
* Explore and recommend opportunities for the introduction of new standards in conjunction with the Head of Operations ensuring the offer at Nottingham college represents the needs of Employers and the communities we serve
* Full operational oversight and ownership in monitoring and reviewing key performance targets that will drive success and positive outcomes for all stakeholders in conjunction with Head of Operations, including the monitoring of your teams success rates (overall and timely) identifying positive data / trends and where applicable introduce intervention measures for areas under performing
* To drive, support and promote a culture of continuous improvement and development ensuring that apprenticeship frameworks / standards are closely monitored and evaluated and where applicable effective use of quality improvement processes to drive success, ensuring close collaboration with the colleges quality team
* Deliver high levels of professional practice, inspiring, motivating and influencing your team and provide knowledgeable and innovative leadership
* Effectively manage and monitor assessor caseloads through detailed allocation of current and pending learners.
* To oversee and support Lead IQA’s in the coordination of internal and external quality assurance processes, ensuring the needs of the colleges internal processes and those of external stakeholders are met
* Ensure your Team is kept up to date with new developments/changes and ensure audit / Awarding body / inspection / funding criteria are adhered to. In addition to supporting relevant visits of internal and external auditors
* Lead on and liaise with cross college teams (Curriculum/ Functional Skills / Additional Learning Support) to monitor attendance and progress in relation to individuals starting points, informing employers when concerns arise and setting interventions to support improvements.
* Lead on and liaise with cross college teams for your area of responsibility (Industry Leads / Recruitment / Bid Writing) to ensure awareness of new business opportunities are accounted for.
* Provide verbal and written reports to management team as required.
* Attend all meetings that have a direct impact on your role and the learners / employers you serve.
* Ensure learner and employer surveys are conducted in a timely manner and feedback generated to drive improvements and recognise successes
* Promote learner and employer achievements / successes through the colleges marketing / media team
* To be ultimately responsible, for the resolution of employer and learner complaints / issues ensuring all college reporting procedures are followed.
* To be responsible for your own continuous professional development ensuring that your skills, knowledge and practice are current.
* To oversee student welfare, guidance, counselling and disciplinary actions for students within the sector area.
* To be responsible for ensuring that the activities undertaken are conducted in accordance with the Safeguarding and health & safety requirements of college policy and procedure.
* To ensure you and your team’s effective use of College systems and technology including proactively embracing use of IT and digital technology
* To be responsible for operating within agreed budgets and financial targets in compliance with financial and procurement
* To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
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**PERSON SPECIFICATION**

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| **APPRENTICESHIP MANAGER** | **Essential****/** **Desirable** | **A** | **I** |
| **Educational Qualifications** |  |  |  |
| Recognised Teaching Qualification, or willing to achieve | E | √ |  |
| Relevant professional qualification in an appropriate area | D | √ |  |
| Management Qualification, or willing to achieve | D | √ |  |
| Assessor Qualifications (A1 / TAQA) | E | √ |  |
| Internal Verifiers Award (V1 / TAQA) | D | √ |  |
| GCSE Maths Grade C (Level 4) or equivalent | E | √ |  |
| GCSE English Grade C (Level 4) or equivalent | E | √ |  |
| GCSE ICT Grade C (Level 4) or equivalent | D | √ |  |
| **Experience** |  |  |  |
| Experience of leadership and development within Further Education / Apprenticeships | E | √ | √ |
| Successful experience of teaching/ assessing and management within Further Education | D | √ | √ |
| Experience of delivering and managing apprenticeship frameworks / standards | E | √ | √ |
| Experience of work collaboratively with your team and staff from other areas of the College to ensure that the learner and employer has a positive experience | E |  | √ |
| Experience of managing, developing and motivating staff | E |  | √ |
| Experience of effective performance improvement and quality assurance in delivering apprenticeships | E |  | √ |
| Experience of managing, monitoring and allocating assessor caseloads. | E |  | √ |
| Experience in the observation of teaching, learning and assessment in supporting and driving quality | D |  | √ |
| **Skills / Knowledge** |  |  |  |
| Fully conversant with Apprenticeship frameworks / standards and of a range of appropriate delivery methods / models | E | √ | √ |
| To liaise with and work with curriculum and cross college experts to create and develop new and existing apprenticeship opportunities with employers. | E |  | √ |
| Good awareness of success rates (overall and timely) to identify positive data / trends and where applicable introduce intervention measures for areas under performing | E | √ | √ |
| Ability to consistently provide accurate guidance to employers, apprentices and colleagues regarding Apprenticeship programmes offered by Nottingham College | E |  | √ |
| The ability to set and achieve demanding performance targets and to effectively manage any identified underperformance. | E | √ | √ |
| Ability to provide accurate reports and records. | E |  | √ |
| Ability to communicate effectively with colleagues and stakeholders | E |  | √ |
| Interpersonal and communication skills of a high order which are applicable to a range of learners, employers and clients. | E |  | √ |
| Able to effectively manage conflicting and competing priorities | E |  | √ |
| Commitment to continually updating personal knowledge and skills to increase effectiveness. | E | √ | √ |
| Commitment to high professional and personal standards of work and of conduct | E | √ | √ |
| **Behaviours** |  |  |  |
| A strong leader of people and the commitment to their development with the ability to lead, inspire and motivate staff | E | √ | √ |
| The ability to take a flexible, adaptable and innovative approach to work enable,  | E | √ | √ |
| Ability to demonstrate initiative and creativity | E | √ | √ |
| **Equal Opportunities** |  |  |  |
| To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all. In addition, knowledge of or commitment to acquire knowledge or the Equality Act 2010 | E | √ | √ |
| **OTHER REQUIREMENTS**  |  |  |  |
| Willingness to work variable hours when necessary to meet the requirements of the post including evenings and weekends | E | √ | √ |
| Ability to carry out College business in a professional manner at all times and promote the College’s good reputation within the community.  | E |  | √ |
| Driving licence and access to a car. | E | √ | √ |