

Job Description & Person Specification



Head of Apprenticeships

Salary:	£47,847 per annum inclusive
Hours:	36 hours per week
Status:	Permanent
Leave:	35 days annual leave plus bank holidays
Responsible to:	Executive Director Finance, HR & Development
Areas of responsibility:	Cross-College Apprenticeships
Line management:	Apprenticeships Assessors & Coaches Functional Skills Teacher(s) Senior Sales Consultant
Functional links with:	Executive Director – Business Development & Student Experience, Skills & Logistics Centre Support Manager, Consultants supporting Logistics provision, Commercial Team, Head of MIS, Finance and Quality Improvement Team
Location:	This post will be based at the Main Campus on London Road, Isleworth however you may be required to work at the Skills & Logistics Centre in Feltham

Overall purpose of the post:

Drive performance improvements across the College Apprenticeship provision and identify areas for development and growth – in line with performance and growth targets identified annually in the College Development Plan

Working closely with key stakeholders, develop an outstanding and effective Apprenticeship strategy, which ensures the College responds to employer needs, secures improvements based on feedback and develops sustainable relationships

The main duties and responsibilities are:

- To lead and develop an effective Apprenticeship delivery team performing in line with College targets and well-prepared for monitoring, verification and inspection activities by the OFSTED, ESFA, Institute of Apprenticeships and other external organisations including awarding bodies
- To oversee effective assessment and internal quality assurance processes across provision
- To liaise with agencies and organisations delivering end point assessment (EPA) ensuring apprentices are supported well as they prepare students well for the gateway and EPA phases of apprenticeship standards

- To line manage the Senior Sales Consultant to achieve growth and income targets for Apprenticeship provision and identify opportunities to develop full-cost provision and other commercial opportunities
- To take the lead on the use of Smart Assessor and bksb as key tools to prepare, track and monitor the progress and achievement of apprentices
- To manage communications with the Exams Team ensuring tracking and forecasting performance is accurate and timely and to prepare regular performance reports for the College Curriculum & Quality Executive Group
- To be a proactive member of the Executive Team Plus Group (Business Development), providing monthly detailed updates on performance and areas for potential growth as well as supporting others take forward effective work with employers
- To manage the Apprenticeship staffing and non-staffing budgets in accordance with college financial regulations.

Team management

- Lead and develop a delivery team of assessors, coaches and Functional Skills teachers by running regular team meetings to ensure good communications are in place
- Encourage collaborative working, sharing of good practice and debate about effective teaching, learning and assessment
- Consult on planning and ensure a consistent approach to quality improvement

Individual staff management

- Line manage teaching, assessing and support staff within the designated provision in accordance with the college's HR policies using a proactive approach with creative problem solving
- Provide encouragement, support and guidance to teaching staff, setting and maintaining high standards, in order to continue to raise the quality of teaching in the area
- Ensure supportive staff induction, coaching and target-setting for teaching improvements and strong mentoring and staff development for individuals
- Along with the other Skills & Logistic Centre managers, deputise for the Director as required

External focus/liaison

- To ensure employers are fully committed and able to provide relevant work, training and supervision in a healthy and safe environment and ensure the completion of all documentation to the required standard prior to commencement of the programme.
- To collaborate with the Senior Sales Consultant to build effective relationships with all stakeholders, and visit employers with new opportunities to recruit the right apprentice.
- Keep up to date with strategic developments both local and national initiatives, and ensure through visits to other institutions that best practice is disseminated across the team.
- Ensure marketing materials (fact sheets, course guides) are produced on time and in the correct format, having consulted with Director and other Centre managers. Work proactively to promote programmes through participative recruitment activities: taster sessions, open days, visits.

General

- As a member of the management team of the college, undertake evening and Saturday duty in accordance with the Duty Rota.

- Promote the safe learner concept, ensuring appropriate health and safety activities are in place, including risk assessments for the curriculum area
- Adhere and comply with the college financial regulations.
- Undertake such other duties at appropriate levels of skill and responsibility as may be required.

Person Specification

Please study the items in this person specification carefully when completing your application form. We need evidence and practical examples of how well you meet each criterion.

1. Educated to A levels or equivalent i.e. level 3 or 4 qualification.
2. Evidence of **continuous professional development**
With a focus on
 - impact on apprenticeship delivery
3. Sound **knowledge and understand of** apprenticeship provision
With a focus on:
 - effective assessment strategies
 - Knowledge and management of apprenticeship provision
4. Previous experience of responding to enquiries and contacting employers and external agencies.
5. Ability to **manage teams and individuals**
With a focus on
 - pro-active, positive and clear approach
 - set and maintain high standards
 - support and develop
 - regular, consistent and structured contact
6. Understanding of the **national policy context** of the post schools sector
With a focus on:
 - Apprenticeship funding
 - Areas of potential growth meeting identified skills shortages
7. Excellent **IT skills**
With a focus on:
 - improve management processes
 - to manage and monitor assessor caseloads and assessment
8. Experience of implementing, managing and monitoring **quality assurance** processes that have led to tangible improvements in standards for students
With a focus on:
 - Timely completion of apprenticeships
 - use and interpret data and information
9. **Communication:** ability to write complex reports, to articulate arguments, talk to groups, chair meetings and be empathetic, respectful and clear in one-to-one meetings
With a focus on:
 - clarity and appropriate to audience
 - structured and purposeful
 - complex ideas with simplicity
 - listen and empathise
10. Have an awareness and understanding of Safeguarding and Prevent and how to embed these into the curriculum and workshops.

11. Ability to practise the principles of **collaborative working**

With a focus on:

- consultation and involvement
- consensus and decision-making
- supportive structures and processes

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 11th February 2020

Reference number: 4SCC002

Interview date: 19th February 2020

Conditions of Service

Contract: Permanent
Full time

Hours: 36 hours per week

Salary: **£47,847 per annum inclusive**
The salary offered for this post will be a spot salary on point 10 of the Management Spine scale.

Spot salary means there is no entitlement to any incremental pay increase.

Pension: Staff are entitled to participate in the Local Government Pensions Scheme subject to its terms and conditions.

Annual Leave: 35 days per annum plus public holidays.

Probation: Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.

Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.

The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.

Disclosure The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure & Barring Service