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**JOB DESCRIPTION**

**Engineering & Construction Trades Apprenticeship Manager**

**Salary: £32,567 - £36,769 per annum (depending upon experience)**

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| **Responsible to:** Group Head of Work Based Learning  **Responsible for:** Effective leadership of Apprenticeship and other Work-based provision within the Engineering and Construction sectors, ensuring the highest quality and driving significant growth. |

The College delivers a significant volume and market share of Engineering and Construction Apprenticeship standards ranging from Intermediate and Advanced through to Higher levels from its two campuses in Newcastle-under-Lyme and Stafford.

NSCG apprenticeship outcomes are consistently some of the highest in the country and the college partner with many of the region’s best businesses.

NSCG is committed to increasing its market share in apprenticeship training locally and growing its breadth offer, particularly in Advanced, Higher and Degree level programmes.

To be successful in this post you should have significant relevant apprenticeship experience and a proven track record of motivating, developing and leading individuals to achieve excellence.

In addition, you should have a clear understanding of the needs and priorities of employers and the apprenticeship sector including knowledge of current apprenticeship standards and levy arrangements.

Finally you must demonstrate the drive and enthusiasm required to expand provision, develop new curriculum and further improve quality.

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| **The principal responsibilities of the post holder are:**   1. Provide clear leadership, motivation and support to all staff within the area ensuring NSCG can achieve and maintain its overall objective of being outstanding in all areas. 2. Foster a culture of supporting employers’ work-based training requirements in both the Engineering and Construction curriculum areas. Drive an increase in apprenticeship training market share through effective business engagement and sector links and by managing and deploying staff/resources effectively. 3. Ensure the College is professionally represented on local and national Engineering and Construction employer and training provider groups. 4. Continually monitor, maintain and improve quality outcomes, including the timeliness of achievements, across all qualifications. 5. Keep abreast of current developments in work-based training, particularly implementation of standards, end-point assessments, use of the apprenticeship levy and growth in Higher and Degree apprenticeships. 6. Develop a flexible and innovative curriculum that is responsive to feedback from local business and anticipates likely changes in demand. 7. Work alongside colleagues across the College’s Work Based Learning (WBL) and Marketing/School Liaison Teams to secure new business and develop partnership links. Follow up leads in a timely manner and implement account management to ensure recruitment targets are met with the overall objective of ensuring that the College maintains and grows its status as the preferred supplier for employer training in the area. |

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| **Engineering & Construction Trades Apprenticeship Manager** |
| 1. To maintain and improve outstanding timely achievement outcomes for all apprentices. 2. To undertake the day-to-day leadership, motivation and support of staff within the area, ensuring appropriate resources are available to meet stringent targets. 3. To identify opportunities to develop and increase market share of apprenticeship training and meet apprenticeship recruitment targets, particularly in Higher and Degree Apprenticeship Standards. 4. To fully embrace, understand and develop apprenticeship standards in all areas and be familiar with the requirements associated to the apprenticeship levy and payment modelling. 5. To support the delivery of all commercial and employer engagement activity in conjunction with the wider Work-Based Learning (WBL) Team. 6. To monitor and report on caseloads within the area ensuring all assessors meet or exceed recruitment targets. 7. To work with colleagues in the WBL and Marketing/School Liaison teams to ensure that effective strategies are being implemented to improve employer and school engagement and apprentice recruitment. 8. To support the Group Head of WBL and fully contribute strategically and operationally as part of the WBL Management Team. 9. To contribute to the production of annual self-assessment reports and effective quality improvement plans. 10. To ensure all documentation is processed in a timely and accurate manner and ensure full compliance with Information Services requests. Respond to any data requirements associated with internal and external monitoring bodies (e.g. Ofsted, Audit). 11. To hold regular process review meetings with the assessment teams to ensure that consistency and effectiveness of the implementation of the training plans of all candidates. 12. Utilise labour market information and other market intelligence in order to develop extensive employer and partnership relationships within the sectors. 13. In co-operation with the Group Head of WBL, co-ordinate the effective use of allocated budgets, ensuring the efficient and effective purchase and use of all allocated resources. 14. To promote the College’s vision and mission and strategic objectives and to promote the values and behaviours which underpin them. 15. In liaison with the Group Head of WBL and the Human Resources Department, to ensure that appropriate steps are put in place to provide mentoring and staff development support to all probationary staff and to manage the performance of all staff within the areas of responsibility. 16. To implement College policy, particularly in relation to equal opportunities, health and safety, child protection and safeguarding. 17. To undertake any other duties which are commensurate with the post. |

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| **Person Specification:**  The post holder will be a person who: | **Essential /**  **Desirable?** | **Method of Assessment**  **(Application,**  **Interview, Test)** |
| 1. holds appropriate professional qualifications; | E | A |
| 1. is an outstanding leader, strong motivator and achieves excellent levels of success; | E | A & I |
| 1. has extensive experience as a practitioner within apprenticeships/work-based learning and a detailed appreciation of the training needs of employers; | E | A & I |
| 1. is able to communicate effectively with apprentices, colleagues and employers and can act as a credible and enthusiastic advocate for the College externally; | E | A & I |
| 1. can demonstrate the experience, ability and enthusiasm to assist in the development of apprenticeship standards; | E | A & I |
| 1. is able to work as a member of a team; | E | A & I |
| 1. is well organised and able to manage the peaks and troughs of a varied workload; | E | A & I |
| 1. is able to work under pressure, prioritises effectively and responds to requests in a timely manner; | E | A & I |
| 1. has an understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults; | E | A & I |
| 1. has an understanding of equality and diversity and prevent issues and a positive attitude towards them; and | E | A & I |
| 1. understands the importance of continuous professional development in raising standards. | E | A & I |

**Salary and Conditions**

All staff are employees of the College Corporation who determine conditions of service in negotiation with recognised trade unions.

The salary will be £32,567 - £36,769per annum. The salary is payable on the 27th of each calendar month or the last working day before by direct credit transfer into a bank/building society of your choice.

The post is pensionable and a deduction is made from salary.

It is the policy of the College to approach referees of candidates short-listed for interview if consent has been given on the application form. It is also College policy to approach a candidate’s current or most recent employer for a reference. Where the candidate is working in the education sector a reference will be sought from the appropriate Principal, Headteacher or Vice Chancellor. The appointment is subject to satisfactory references and appropriate checks with the Disclosure & Barring Service together with a probationary period of six months.

The hours of duty are 37 hours per five-day week which will include some evenings and weekends. Annual holiday entitlement will be 35 days per year, plus bank holidays and other statutory holidays. Holidays are normally taken out of term time.

Applicants are required to disclose in writing if they are related to any senior member of the corporation.