**Candidate Pack**

**Apprenticeship and Employability Manager**

**Welcome**

Thank you for your interest in South Quay College, an exciting organisation facing many unique challenges and opportunities. We aim to inspire and nurture the next generation of enterprising citizens, and are looking for highly skilled, resilient, and visionary practitioners to join us on this journey. This is more than a job to us; it is a choice to get involved in real situations, knowing that what we do each day can make a real difference to the lives of young people in East London. We value diversity and look to recruit people who can bring a broad range of skills and experiences. If you are passionate about working with young people holistically to achieve sustained, positive outcomes in work and life, we welcome your application.

**Role: Apprenticeship and Employability Manager**

**Background of South Quay College**

South Quay College (SQC) is an outstanding 14-19 provider with a solid track record of impacting young people's lives through education, work-related learning and personal development. Having originally been established as an alternative provision, we have recently repositioned ourselves as an enterprise specialist college.

Our programmes consist of a Key Stage 4 Alternative Provision for students who have struggled to thrive in mainstream education, and a Key Stage 5 college for 16-19 year olds aspiring to a work-related learning route. Many of our students face significant barriers to education and employment and our delivery model seeks to address these barriers. Our aim is to support and equip our students to progress to positive, sustained outcomes in education and employment.

Our provision has an intensively staffed pastoral model, with all students offered one to one coaching and progression support.

**Context of the role**

At South Quay College, we operate a small school model with a holistic and inclusive approach to learning, and an emphasis on personal development. Students follow a vocational pathway, core curriculum subjects, and a dynamic programme of enterprise and citizenship activities that develop their transferable skills and fuel their ambitions.

We are looking for a highly experienced professional to ensure our traineeship programmes for Sports and Fitness, Hair and Beauty, Hospitality and Business and Customer services deliver excellent development opportunities for our students for future success. The post holder will also be responsible for managing the programmes effectively, ensuring that our students progress and achieve their qualifications.

The post holder will be required to make and extend sustainable relationships with our external stakeholders – employers, organisations, schools and individuals through effective communications and feedback.

This is a great opportunity to work with a younger co-hort in a college environment where there is a physical teaching space, beauty suite, sports facilities and a working kitchen suite to complement the apprenticeships. The successful candidate will have some middle or senior leadership experience, as well as a track record of working successfully with disengaged or disadvantaged students. In addition the ideal candidate will also have a desire to support students who are marginalised from mainstream opportunities to fulfil their potential through innovative and inspiring apprenticeship programmes.

**Job description for Apprenticeship and Employability Manager**

**Line manager:**

The post holder will report to the Principal

**Core responsibilities and duties:**

* To lead, develop and manage our Apprenticeship programmes
* To ensure effective relationships with all stakeholders
* To contribute to the ethos of the College by participating and leading on enrichment activities.

**Associated responsibilities and activities:**

**1. Professional Responsibilities**

* + Work with trainers and teachers to ensure that the programmes are delivering excellent development opportunities for the students
  + Maintain a high standard of up to date industry and labour market knowledge
  + Identify and secure new apprenticeship opportunities
  + Be proactive in identifying and pursuing opportunities for your own professional development and that of colleagues.
  + To carry out such other associated duties as are reasonably assigned by the Principal
  + Using detailed knowledge and specialist skills to support all students’ learning
  + Supporting students consistently whilst recognising and responding to their individual needs
  + Encouraging students to interact and work co-operatively with others
* Contributing to the highest possible academic outcomes for all students

1. **Relationships**
   * The post holder will be expected to build and maintain relationships with external stakeholders in order to develop training opportunities for students.
   * The post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of the school’s aim to improve the quality of teaching and learning
2. **Particular Responsibilities**

## Apprenticeships

* + Plan the development of the apprenticeships and maintain and establish relationships with training providers
  + To co-ordinate the preparation and delivery of the apprenticeships and ensuring that the students are able to develop skills that will get them ready for FE or/ and full time work.
  + To give leadership to the department and to be responsible for the planning, effective implementation and regular review of the current apprenticeships.
  + to ensure students are taught in an inspiring way
  + Maintain learner progress from the apprenticeships.
  + Work with the teachers and principal to ensure that the apprenticeships are developmental and suitable for our students
  + To liaise with other departments in order to establish and maintain curricular cohesion and enrichment opportunities and to work with all relevant colleagues to ensure a fully inclusive provision
  + To enable department colleagues to keep abreast of new developments and to keep the Principal and Leadership Team advised of these.

## Management

* + To ensure that appropriate arrangements are in place when programmes are being delivered and the facilities are used to their full potential to complement the programmes.
  + To lead, organise and evaluate monitoring of the apprenticeship programmes.
  + To carry out any other reasonable duties as may from time to time be requested by the Principal

## Staff Development

* + To undertake professional development and training in line with college policy and industry requirements

***This job description may be amended at any time by agreement, but in any case will be reviewed annually.***

**Person Specification: Apprenticeship and Employability Manager**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| Education and  Qualifications | • Degree qualified  •IQA qualification. |  | Application form.  References. |
| Relevant experience | A successful record of:   * Managing Apprenticeship programmes * Experience of working with students aged 14 – 19 * Leading and developing Apprenticeship programmes * setting high standards to staff and students by personal example * working with a variety of stakeholders, including employers | Experience of leadership  Middle management experience in an education / training setting  Project Management | Application form.  References. |
| Special knowledge and  skills | Able to demonstrate s/he can:   * lead and inspire others * work on their own initiative and be part of a team * see tasks, plans and ideas through to completion * think strategically but have an ‘eye for detail’ * undertake complex, problem solving tasks such as data analysis * assimilate information quickly and prepare helpful summaries * use emotional intelligence to manage change effectively * develop links and access resources * use ICT solutions effectively and with confidence | Evidence of the innovative deployment of technology in  improving learning outcomes  Evidence of entrepreneurial skills | Application form.  At interview.  References. |
| Attitudes | Able to demonstrate:   * they value the education of every student as equally important * a commitment to equal opportunities * a clear understanding that it is the responsibility of leadership to provide active support and challenge to colleagues * be committed to high quality in all aspects of their work * the ability to maintain strong relationships with students, parents and other stakeholders |  | At interview.  References. |
| Personal qualities | * innovative and entrepreneurial * efficient * ambitious * committed to improving standards * an effective lead motivator * good sense of humour * genuine concern for others * decisive, determined and self-confident * acts with integrity * honest and open * empowers, delegates, develops potential * accessible and approachable * clarifies boundaries, keeps others informed and involves others in decision making * encourages critical and strategic thinking * intellectual tenacity and resilience * excellent attendance and punctuality |  | At interview.  References. |