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**Job Description**

**Head of Apprenticeship Unit**

Responsible to: **Principal**

Job purpose: **To develop, lead and manage the College apprenticeships programme**

**Key Duties**

**Management Responsibilities:**

Ensure the success of the apprenticeships programme, through:

* Continuous review and development of the service
* Leadership of staff within the service, as individuals and as a team
* Organisation and management of resources, including any external provision/partnerships
* Development of policy and guidelines
* Contribution to overall college strategy, where appropriate
* Representation of the service at internal and external meetings.

**Professional Responsibilities:**

* Provide recommendations on the development of apprenticeships at S6F
* Lead on apprenticeship business development and corresponding engagement of employers
* Set up and manage procedures to advise and recruit apprentices; and work with the College Marketing Manager to promote apprenticeship opportunities at the College
* Set up and monitor contractual relationships with employers and funding agencies, ensuring compliance with contractual obligations, funding regulations and apprenticeship requirements
* Line management of apprenticeship trainer / assessors employed by the College
* Oversee the provision of pastoral and progress support, careers and progression guidance to apprentice learners at the College
* Ensure arrangements are in place for the assessment of apprentices
* Ensure provision of timely and accurate data for internal systems and funding returns
* Contribute to apprenticeship delivery, subject to skill-set, either occasionally or within the limits set by other role priorities
* Identify good practice in apprenticeship provision to enhance the quality of apprenticeship provision at the College
* Understand the rules and procedures for funding of apprenticeships, both as frameworks and standards, and keep up-to-date with apprenticeship changes to ensure the College responds appropriately

**Quality:**

* Oversight and implementation of quality assurance processes and actions to monitor and support high quality of delivery and outcomes, including timely completions
* Ensure support systems, effective communication and appropriate resources are available for learners
* Participate in professional development reviews and staff development activities, including peer mentoring, observations and training.
* Contribute to college and departmental self-assessment / planning.

**Responsibilities of all staff:**

* Promote high expectations of students in the learning environment; and promote and safeguard student welfare.
* Carry out administrative duties relevant to the post, including maintaining records and providing information/data.
* Work within college guidelines and promote college values.
* Give due consideration to Health & Safety and Equality & Diversity issues within all activities.
* Maintain confidentiality regarding sensitive or personal information.
* Carry out other duties as reasonably required by the Principal.

*This job description is provided to assist the post-holder in knowing what his/her main duties are. From time to time these duties may be changed as the requirements of the job change.**Updated: September 2017*