

**Job Description**

<b>Job Title:</b>	<b>Apprenticeship Manager</b>
<b>Location:</b>	<b>183 Eversholt Street, London, NW1 1BU</b>
<b>Hours of work:</b>	<b>37</b>
<b>Reports to:</b>	<b>Head of Talent</b>

**Purpose of the Role:**

To lead and manage the team in the delivery of Academies Enterprise Trust's Apprenticeship provision as a registered Apprenticeship Training Provider.

To be responsible for the planning, development, delivery and quality of AETs Apprenticeship programmes, ensuring we address government priorities and reflect our overarching Apprenticeship strategy. Responsibilities include all aspects of apprenticeship performance management and compliance, to meet the Education, Skills and Funding Agency (ESFA), Awarding Organisations and Ofsted's requirements, whilst having oversight of the development & implementation of robust quality procedures and processes to ensure a cycle of continuous improvement.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

**Responsibilities:****Managing the team:**

1. To manage the recruitment, induction, development and performance management of your team ensuring that individuals are engaged and high performers.
2. To manage your team to meet the role of assessor and internal verifier in accordance with A1 and V1 / TAQA standards respectively and occupational assessment strategy.
3. To manage and develop your team to deliver efficient and high quality apprenticeships to ensure that each learner has a good learning experience and achieves their Apprenticeship standard whilst developing their knowledge, skills and behaviours.
4. To manage and work collaboratively with your team to ensure that all workshop/skills based training offered meets the latest industry standard and contribute to the collation / production of Curriculum planning
5. To develop and manage effective training, assessment, monitoring and feedback.
6. To manage and monitor your team's caseload, keeping learners on track and success rates.
7. To inspire your team to identify improvements by sharing ideas, increasing their knowledge & awareness to achieve teaching and learning excellence and meet industry standards.
8. To manage your team to ensure they are kept up to date with new developments/changes and ensure audit / Awarding body / inspection / funding criteria are adhered to. In addition to manage relevant visits of internal and external auditors

**Managing the learners:**

9. To manage, and be ultimately responsible for, the resolution of employer and learner issues and concerns.
10. To manage and monitor the recruitment of learners internally from within the Trust and externally from other partners, their IAG and effective enrolment.
11. To manage the quality of delivery to learners ensuring that learning and assessment is excellent and learners are retained, attend, achieve and progress.

12. To manage and monitor the training, assessment and completion of learners.
13. To manage the safeguarding of learners and promoting their welfare.
14. To manage and maintain a clear vision, purpose and high expectations focused on learner's achievements.

**Practice:**

15. To manage the development of the curriculum to meet the needs of learners and employers
16. To ensure audit / Awarding body / inspection / funding criteria are adhered to and review procedures, particularly following external visits or following the introduction of new development.
17. To support and contribute to the development of the marketing strategy for all related activities and promotional activities in liaison with the Head of Talent.
18. To develop business plans which include the identification and development of opportunities for commercial income and maximising the financial contribution to be made.
19. To manage employer relationships and be responsive to their business needs / skills requirements in the delivery, development, monitoring and implementation of the curriculum and Apprenticeship programmes offered.
20. To continually put forward constructive proposals to increase business, improve quality procedures and improve efficiency and effectiveness.

**Reporting:**

21. Manage the reporting and analysis of accurate and timely data using agreed Trust data reporting and tracking systems; and the maintenance of appropriate records and documents ensuring they are up to date and accurate
22. To manage the collation of information for quality performance reviews, and to organise Self-Assessment Reports (SARs) meetings and lead the production / completion of the SAR
23. To be responsible that quality standards are adhered to, monitored and reviewed in line with the SAR
24. In collaboration with the Data, Funding and MIS Coordinator to monitor and ensure the provision of accurate and timely programme and learner data.
25. To be responsible for operating within agreed budgets and financial targets in compliance with financial and procurement systems, policies and procedures, achieving value for money and control of expenditure.
26. To manage, set, monitor and contribute to targets relating to recruitment, advice and guidance of programmes, enrolment, retention, attendance, tracking, achievement progression and associated learner outcomes.

**Apprenticeships deliver through external partners:**

27. Manage external suppliers and contracts.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits

- Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Trust the reasonable discretion of the Chief Executive Officer.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



**Person Specification**

**Job Title: Apprenticeship Manager**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Level 4/5 qualification in relevant area of work or equivalent experience</li> <li>• CAVA or equivalent qualification</li> <li>• Internal Quality Assurance or equivalent qualification</li> <li>• Award in Education and Training or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant management qualification</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Strong working knowledge of the ESFA, OFSTED, Awarding Bodies, the apprenticeship sector and funding guidelines</li> <li>• Proven track record of leading and managing apprenticeships</li> <li>• Experience of internal quality assurance</li> <li>• Proven ability to lead a team to bring about improvements</li> <li>• Evidence of achievement against targets and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Managing a geographically dispersed team</li> <li>• Experience of Smart Assessor and PICs</li> </ul>



		<ul style="list-style-type: none"> <li>• Experience of working in the training / education sector</li> <li>• Experience of using IT systems to manage performance and bring about improvement, including an eportfolio and MIS</li> <li>• Experience of building successful employer/external relationships</li> <li>• Knowledge of vocational qualifications and Code of Practice requirements</li> </ul>	
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• Managing a team and learners</li> <li>• Experience of performance management of staff</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to strategically plan</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to understand budgeting in the Education sector</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• Ability to develop innovative solutions, encourage the application of new ideas within teams, contribute to strategic planning</li> </ul>	



		<ul style="list-style-type: none"><li>• Excellent communication and negotiation skills (verbal and written) and the ability to relate to a wide range of people</li><li>• Excellent IT, data handling and analysis skills</li><li>• Ability to ensure that internal administrative and audit arrangements meet internal and external requirements</li><li>• Ability to effectively lead a team</li><li>• Commitment to quality of service</li></ul>	
<b>Personal Characteristics</b>	<b>Behaviours</b>	<ul style="list-style-type: none"><li>• Demonstrate high levels of professional practice, inspiring, motivating and influencing your team and providing knowledgeable and innovative leadership</li><li>• An enthusiastic approach within a target orientated environment</li><li>• A flexible attitude</li><li>• Commitment to quality of service</li></ul>	



	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul></li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• The ability to travel across the UK</li><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li></ul>	