

**JOB DESCRIPTION**

**POST : DIRECTOR OF EMPLOYABILITY & SKILLS**

**FACULTY : CURRICULUM & QUALITY**

**RESPONSIBLE TO : DEPUTY PRINCIPAL FOR CURRICULUM & QUALITY**

**POST OBJECTIVE:**

To be accountable to the Deputy Principal for Curriculum and Quality of St Helens College, for providing strategic and operational leadership of programmes designed to develop students’ employability skills, including Apprenticeships, Industry Placements and Employability Skills Programmes.

The post holder will also work closely with Heads of Faculty, to ensure that employability skills development opportunities are fully embedded into curriculum delivery, for all students.

The post holder will be responsible for all types of provision (including sub-contracted provision) and will focus on ensuring consistency in approach and substantial and sustained performance improvement across the College Group.

As a member of the Senior Leadership Team (SLT), to make a significant contribution to the development and achievement of the College Group’s Strategic plans and Corporate targets.

**MAIN DUTIES AND RESPONIBILITIES:**

* To lead on the strategic development and delivery of Apprenticeships, in line with the College’s strategic aims. Maintaining an up-to-date understanding of the FE environment, trends, policy direction, legislative changes and other developments, which may have an effect on strategic and operational plans.
  + To lead on the annual self-assessment review and quality improvement plan for Apprenticeships.
* To lead on the strategic development and implementation of systems and processes, to ensure the Apprentice Journey is of high quality, and the sign-up process is smooth and efficient, for the College, apprentices and employers.
* To lead on the strategic development and implementation of Industry/Work Placements, ensuring that all Study Programme students have the opportunity to develop their employability skills through meaningful Industry/Work Placements, in line with the College’s strategic aims.
  + To lead the Apprenticeships monitoring group to ensure that overall and timely achievement for Apprenticeships improves year-on-year.
* Ensure the timely and accurate recording, checking and reporting of all data relating to Apprenticeships and Industry/Work Placements to satisfy internal and external requirements.
* In collaboration with the Director of Quality, lead on the development of teaching, learning and assessment for Apprenticeships across the College, and improve the overall apprentice experience.
* To ensure that all Study Programme students, at Levels 2 and 3, have the opportunity to develop their skills through meaningful work placements and that all Level 1 students have the opportunity to develop their skills through relevant work related learning.
* To lead in monitoring Assessor utilisation and performance, and effectively manage the performance of staff, including ensuring that all staff have appraisals and probation reviews, with targets and measurable outcomes. Set training plans for new staff. Where appropriate, ensure performance improvement plans are in place.
* To ensure that there is a primary contact for employers of College apprentices, to provide effective communications, to make sure concerns are dealt with promptly and that employer satisfaction rates are high.
* Work in collaboration with the Director of Marketing, Sales and Customer Relations to develop the Customer/ Client Relationship Management system.
* To lead on the development and implementation of a meaningful approach to developing students’ employability skills, delivered through tutorial programmes in a way that clearly demonstrates progress over time.
* To lead on the continuous development of the College’s online platform for tracking apprentices’ progress.
  + To work closely with key managers to ensure that Apprentices receive the necessary support to be successful in their studies.
* To work in close partnership with the Director of Customer Relations and Business Development teams, to ensure that systems and processes for Apprentices are highly effective and support excellence in the apprentice and employer experience, e.g. enrolment, apprenticeship sign-up, induction, etc.
* To lead on ensuring that apprentices receive high quality, and timely, careers information, advice and guidance, in line with the College’s strategic objectives.

**ADDITIONAL TASKS:**

1. To enthusiastically communicate the College Group’s purpose, values and vision.
2. To work as a team member of the College Group’s Senior Leadership Team
3. To motivate and inspire teams to perform to their optimum possible
4. To ensure a culture of high expectations with a strong customer focus (internal and external customers).
5. To successfully manage the allocated resources and budgets to comply with audit and financial regulation and management procedures, including securing value for money
6. To contribute to the development of the College Group’s strategic and business plans.
7. To ensure appropriate partnership working, in particular with the curriculum teams.
8. To promote, support and ensure compliance with the College Group’s Equal Opportunities, Health and Safety and Safeguarding Policies and to ensure full compliance with all College Group policies and procedures
9. To comply with the College Group’s Professional and Academic Standards at all times
10. To undertake personal research, training & development to ensure continued expertise in all matters relating to the role
11. Participate in external networks as required by the College Group
12. To carry out any other duties as required by the Chief Executive/ Principal and /or Deputy Principal

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time.

**This post is not exempt from the Rehabilitation of Offenders Act 1974**



**PERSON SPECIFICATION**

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| **Ref:** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Physical** | * Smart appearance |  | Job and Medical History from application form and references. Performance in interview process. |
| **Qualifications** | * Degree/Relevant Professional Qualification * Teaching Qualification * Relevant and current CPD * Specialist quality assurance qualification or training | * Higher Degree * Training and development qualification * Management Qualification | Formal possession of an appropriate qualification to be verified at interview or from records.  Original certificates shown to HR and copies taken.  Interview. |
| **Experience** | * Experience of leading Apprenticeship provision, including curriculum development * Proven track record of securing high overall and timely achievement rates for Apprenticeships * Successful experience of supporting organisations to meet the requirements of regulatory regimes e.g. external audit, inspection bodies * Successful experience of Ofsted inspection: Training Standards; QAA * Delivery of staff development to support and improve performance * Substantial business planning/strategic planning experience at Senior Level * Evidence of leading, managing and motivating staff * Budget control experience * Experience of leading on curriculum development for apprenticeships, including the transition from Frameworks to Standards | * Experience of being the Apprenticeship lead in Ofsted inspections * Experience of reporting at Board Level * Experience of leading on Industry/Work Placements across an organisation | Past employment activity record and application form.  Performance on related selection methods, e.g. presentation, group discussion.  Interview. |
| **Training** | * Willing to undertake relevant development * Evidence of Continuous Professional Development | * Experience of setting strategic objectives | Past training history from application form and records.  Selection process by demonstration of ability to display knowledge and skills at the interview. Certificates. |

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| **Ref:** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Special Knowledge** | * Significant and up to date knowledge of Apprenticeships * Up to date knowledge of sector priorities and current developments * A detailed understanding of Government priorities and funding methodologies * Good understanding of the OFSTED/QAA inspection frameworks |  | Qualification held and original certificate shown to HR.  Demonstration of ability to display knowledge and skills at the interview. |
| **Circumstances** | * Flexible approach to working hours, including evening and weekend work as required * Willing to undertake offsite visits as required * Ability to work within the College’s safeguarding and whistleblowing policies & procedures to promote the welfare and protection of children, young people & vulnerable adults * Must be prepared to work and travel between College Group sites or other sites appropriate to the College Group business * Driving licence and own car required |  | Ensuring candidates are aware of these requirements from the job description. Applications form details and interview. Recruitment checks. References. |
| **Disposition** | * Proven record of accepting responsibility and accountability * Dynamic and confident “can do” attitude * Team player * Self-motivated with the ability to work under pressure and meeting tight deadlines * Positive outlook * Resilient * Approachable * Ability to motivate others * Ability to work with very high level precision and detail * Ability to work independently and on own initiative, with minimum supervision | * Ability to interact with and engage employers and to take part in curriculum development | Interview, recruitment checks and references including current employer and relevant to post. |
| **Practical and Intellectual skills** | * Strong negotiation and influencing skills * Excellent communication & presentation skills * Strong interpersonal skills * Confident speaker to groups * Diplomacy, honesty and reliability * Excellent organisational skills * Excellent customer service skills * Good administration skills * Good IT skills |  | Performance in related selection process e.g. exercises, group discussion, problem solving, questions etc. |
| **Legal Requirements** | * DBS clearance on appointment |  | Application form and interview questioning and references. |