



CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College Strategic Plan 2024 - 2029](#), and strive to be an employer of choice in our community, investing in staff, celebrating achievements and fostering a culture of excellence. Through our people, an excellent student experience will be delivered, and this will have a positive impact on our local area.

We work hard to embed anti-racism, FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusion and Engagement), ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. Our 4 C's corporate values (Caring, Collaborative, Courageous, Creative) are very important to us, and we ensure that we embed these values into all we do. This helps us to further enhance our wonderful culture, and makes our college a unique, vibrant and rewarding place to work and study.

Croydon Campus

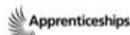
Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. Our central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

JOB DESCRIPTION

Overall Purpose Scope:

To oversee and line manage the apprenticeship team to ensure that all apprentices have a high-quality learning experience and are appropriately supported to achieve their apprenticeship. To manage the apprenticeship team effectively promoting excellence in the delivery of apprenticeships. Line managing the team to support highly effective teaching, learning and

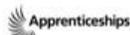




assessment and support and development of the apprentices. To work effectively and cooperatively to ensure coherent management and delivery of apprenticeships, efficient and effective use of resources and consistent and agreed application of policies and procedures. To use the Quality Framework to drive improvement in the area and ensure apprenticeship regulations are met

Main Duties and Responsibilities:

1. To provide leadership and management of the staff team. This will include participating in the selection of new team members, and being responsible for their induction, appraisal, 1-1 support and supervision and Continuous Professional Development and Learning.
2. To ensure that Apprentice’s progress is tracked, managed and monitored by the team to in liaison with employers, to support timely achievement.
3. To ensure the provision of first-class teaching, learning, assessment, student support and student progression by all team members, leading on the range of measures to both evaluate and improve this provision across the team. This could include observations, learning walks, individual and team development plans, and, for example, supported experiments and action research.
4. To effectively manage all allocated staffing resources, managing the day-to-day deployment and delivery of teaching, learning and assessment across the curriculum team, and organising operational cover, ensuring that staff utilisation targets are met.
5. To lead on assessment across the area to ensure that it models and reflects best practice and meets the requirements of apprenticeship standards, .
6. To ensure that challenging targets are met by the team in relation to recruitment, retention, achievement and financial contribution.
7. To ensure that arrangements for Behaviour & Welfare and Personal Development for apprentices are effective within the area.
8. To lead on meetings, ensuring effective communication within the curriculum area.
9. To ensure that issues raised by apprentices are responded to, as required, and bring these to the attention of the Head of Apprenticeships as appropriate.
10. To ensure the team effectively manage disciplinary procedures with respect to apprentices studying in the area.
11. To use the Quality Framework to lead on the evaluation of the area and to drive improvement with the team: self-assessment and improvement planning; student and team progress reviews; evaluation and improvement of teaching, learning and assessment; use of other evidence to evaluate and drive improvement such as performance data, student feedback and feedback from other stakeholders; internal review processes; and external inspection and review.





12. To support the development and growth of apprenticeships and to ensure full compliance with all health and safety, safeguarding and data protection regulations.
13. With the team, and alongside college services, lead on the design and delivery of the curriculum ensuring that college targets and apprentice's needs and aspirations are met.
14. To effectively coordinate general organisation and administration and all associated record keeping.
15. To undertake teaching, learning and assessment, as appropriate.



Person Specification

	Essential	Desirable
Qualifications	<p>A. Recognised Teaching Qualification.</p> <p>B. Relevant Qualification or equivalent relevant experience in Apprenticeship management.</p> <p>C. Maths & English GCSE (Level 2) equivalent.</p> <p>D. A L3 Assessors Award</p>	
Experience	<p>E. Experience of managing an apprenticeship provision.</p> <p>F. Knowledge of one or more of the curriculum areas and current developments within those areas.</p> <p>G. Understanding of teaching and learning issues within apprenticeships.</p> <p>H. Knowledge and understanding of quality improvement frameworks.</p> <p>I. Successful experience of programme/course leadership resulting in both quality improvement and growth.</p> <p>J. Successful management experience or ability to develop and manage staff.</p>	
Skills & Attributes	<p>K. Good communication skills, verbal and written.</p> <p>L. Ability to work effectively as part of a team.</p> <p>M. Good organisational and IT skills.</p> <p>N. Evidence of recent and relevant CPD activity.</p>	

	<p>O. A commitment to and understanding of our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusion & Engagement), Safeguarding, Health and Safety and Data Protection.</p> <p>P. A commitment to our corporate values (Caring, Collaborative, Creative and Courageous).</p>	
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NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.



Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>



**PROUD TO BE
FREDIE**



6

