



JOB DESCRIPTION

Oldham College

Job Title:	Programme Leader for Construction Apprentices		
Department:	Construction	Job Ref:	
Grade:	CL1-2	Position Type:	Academic Management
Responsible to:	Head of Faculty	Responsible for:	Apprenticeships

Job Description

Main Purpose of Role

- To lead a team to build, grow, and deliver a responsive Apprenticeship offer for the Construction Sector, responding to the economic needs of Oldham, Greater Manchester, and the wider economy.
- To cultivate a strong, innovative, and enthusiastic team, fostering an environment that encourages creativity and continuous improvement in work-based learning.
- To build effective relationships with employers in the sector and work closely with the aligned Faculty to ensure that The Oldham College curriculum offer is relevant and responsive.
- Additionally, the role will focus on quality assurance and rigour of apprenticeship delivery, ensuring that all programmes meet high standards of excellence.
- The role will also emphasize stakeholder engagement and delivering excellent customer service to both our partners and students, ensuring their needs and expectations are met with the highest standards of professionalism and care.

Main Duties and Responsibilities

1. Employer Engagement

- Develop and deliver a sector employer engagement strategy based on relevant local and national data and local knowledge to increase the number of employers and extend the breadth of employers including size banding.
- Develop delivery strategies which are responsive to individual employer requirements, including joint delivery.
- Effective account management of all employers within the sector to retain current employers and extend the range and take up of services.
- Create and maintain effective working relationships with Recruitment Advisers, Business Advisers and Heads of Faculties to ensure co-ordination of approach to employers across the College.

2. Recruitment

- Develop and market a range of apprenticeship programmes and progression options for students in collaboration with curriculum areas.

- Work closely with the Recruitment Advisers to provide an excellent recruitment service for employers.
- Monitor applications to maximise successful conversion to enrolments, and to ensure high levels of retention and achievement for all programmes.
- Manage the induction process to ensure all learners are clear about all aspects of the programme they are starting.

3. Curriculum Design

- Maintain up to date knowledge of the national sector, new standards and course developments and develop and implement delivery strategies to ensure the college provision is at the forefront of new developments.
- Support the Head of Faculty relating to the sector on the design and development of relevant curriculum including the development and implementation of new emerging trends.
- Plan and deliver teaching/learning and assessment using a flexible range of strategies and teaching materials.
- Effectively plan and monitor the Math's and English delivery to ensure it is of high quality and embedded throughout relevant programmes.
- Work in collaboration with Head of Faculty to develop and engage with the Employer Advisory Boards and implement necessary changes to ensure the provision meets the needs of employers.
- Work in collaboration with UCO to develop higher level progression routes including foundation degree routes where appropriate.
- Take programme management responsibility including tutoring, assessment, examinations, internal and external verifications, and Quality Assurance processes for sector.
- Ensure effective liaison with awarding bodies, including identification of appropriate accreditation, exam entries and the implementation of action plans arising from verifiers' and examiners' reports.
- Plan and deliver teaching/learning and assessment using a flexible range of strategies and teaching materials including development of VLE resources.
- Ensure regular programme review meetings are undertaken and recorded.

4. Staff/Performance/Financial Management

- Set and monitor stretching targets for volumes, finances and quality, taking appropriate action to address underperformance.
- Support the management of the sector budget (income/ expenditure) and caseloads to ensure resource efficiency at all times.
- Set and monitor staff performance to ensure targets are met, and development needs are identified and addressed.
- Ensure attendance and punctuality meets College targets and develops positive behaviors.
- Provide regular reports for the senior management team and Principalship.
- Ensure regular operational meetings are undertaken and include Faculty staff to communicate all activity effectively.
- Attend and participate in relevant Faculty Team meetings.

- Ensure tutors/assessors manage all elements of their courses/programmes effectively and liaise with cross college departments i.e. functional skills tutors, Curriculum teaching staff, ALS staff and Learning Mentors to ensure learners are fully supported to achieve.
- Fully set up and implement the utilisation of Vital throughout the provision and monitor effectively.
- Effectively use college reports to monitor performance and ensure staff are fully trained in all systems.
- Identify areas of poor performance and follow effective performance management procedures where necessary.

5. Quality Assurance

- Develop, implement and monitor an annual Quality Improvement Plan.
- Support the College wide Self-Assessment process and any Ofsted inspection activity.
- Identify and implement key improvement actions required to increase overall and timely success rates, ensuring minimum performance levels and internal KPI's are achieved.
- Ensure compliance with procedures and audit requirements.
- Undertake IV and lead all EQA visits in accordance with quality procedures.
- Develop and undertake an annual schedule of observations for all staff on a risk banded basis.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Curriculum Director	Date:	July 2024
Reviewed By:		Date:	
Reviewed By:		Date:	

PERSON SPECIFICATION

POST: Programme Leader for Construction Apprentices

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short listing criteria, all other criteria will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	Evidence Required *
ESSENTIAL:	
Recognised Assessor & IQA Awards	*
Recognised Teaching Qualification	*
DESIRABLE:	
Relevant occupational qualifications or five years industry knowledge	*
<u>Skills, Knowledge & Experience</u>	
ESSENTIAL:	
Business development experience and track record.	*
Sound knowledge of apprenticeships and wider WBL products.	*
Management experience, ideally in WBL.	*
Sound understanding of quality assurance processes.	*
Good understanding of Financial and performance data.	*
<u>Attitude & Motivation</u>	
ESSENTIAL:	
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults.	
Highly committed to Apprenticeship and other work based learning routes	
Strong collaboration skills and creative approach to delivery	
Driven to make Apprenticeships a success and able to work on own initiative	
Excellent relationship manager – particularly with Employers and key accounts	
Excellent planning and organisational skills	

Good understanding of national skills policy and funding arrangements	
Good team player who can lead and earn the trust of staff/team	
<i>Other Work Related Requirements</i>	
ESSENTIAL:	
The ability to work flexibly to suit the needs of the organisation i.e open days and evenings	
The ability to travel freely and cost effectively as the role requires	