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**WBL Lead in Health, Clinical Care and Education**

**Job Description**

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| Area | **:** | **Apprenticeships and Skills** |

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| Salary | **:** | **£24,452 - £36,890 *(per annum)*** |

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| Hours of Work (Full-time/Part-time) | **:** | **37** |

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| --- | --- | --- |
| Line Manager | **:** | **Assistant Director - Apprenticeships and Skills** |

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| Responsibility for | **:** | To ensure a high-quality offer that meets the needs of the employers and other external partners; |
|  |  | Lead a team of staff to ensure timely completion of all qualifications in line with college targets; |
|  |  | Lead the delivery of the provision through high quality teaching and verification; |
|  |  | Promoting and safeguarding the welfare of children and young persons in line with college policies; *and* |
|  |  | The marketing and promotion of the provision to employers and stakeholders. |

**Main Purpose of Job:**

To provide innovative and engaging teaching and learning to the College’s learners in order to ensure that the provision:

* Meets the needs of learners, employers and other stakeholders
* Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction
* Is effective, efficient and provide excellent value for money
* Reflects the vision, mission, aims and values of the college
* Is innovative, developmental and sector leading
* Promotes a culture of excellence and equality

**Key Duties and Responsibilities:**

1. Develop the curriculum including the design, planning and evaluation of courses and course materials. Be active on increasing curriculum offer to meet the demands of employers and the economic climate
2. Liaise with the staff across the college to contribute to the development of flexible and responsive delivery models.
3. Meet & provide regular feedback to the Assistant Director in relation to the achievement of the college’s targets & KPIs. Support in organising and resourcing the area to maintain a high-quality service.
4. Contribute to the college quality improvement strategy through representing the area at quality monitoring meetings. Comply with the College’s quality procedures and standards and assist in their development as appropriate
5. Deploy monitor and co-ordinate a team of work-based professionals and their caseloads, through maintaining internal tracking systems to ensure timely completion
6. Arrange and chair regular standardisation meetings to support the team in working towards the highest professional and vocational standards
7. Deliver high quality teaching, learning and assessment to a range of learners in different environments. Develop and deliver e-learning opportunities for teaching learning and assessment
8. Lead IQA role for suite of qualifications to include all aspects of apprenticeships
9. Lead and support EQA visits, establishing close working partnerships
10. Lead on the registration and certification of candidates with awarding bodies and liaise as appropriate. Develop relationships with skills sectors to ensure current knowledge of development in area of delivery
11. Lead on the use of internal documentation to ensure quality of provision for all employers and candidates.
12. Perform basic personnel duties such as appraisal in line with college policies and procedures as and when required. Take responsibility for self-development in line with college strategic aims
13. Maintain regular contact with own candidates in diverse locations. Assist the learner to achieve appropriate progression and to refer learners for learning and learning support where necessary

**Generic Duties and Responsibilities:**

1. Promote a culture of innovation, excellence and equality
2. Reflect the vision, mission, aims and values of the college
3. Comply with College policies, procedures and agreements
4. Contribute actively to the risk management of the College.
5. Promote and implement the College’s strategies on equality, diversity and safeguarding.
6. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment
7. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
8. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

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**Person Specification**

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|  | **Assessment Method** |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation  | Application Form | \*Test | Interview and Presentation | Psychometric Testing | Qualifications | References |
| **Education and Qualifications** |
| Essential |  |  |  |  |  |  |
| * Degree *(or equivalent)* in related subject
 | **✓** |  |  |  | **✓** |  |
| * Teacher trained *(PGCE, DTLLS or CertEd)*
 | **✓** |  |  |  | **✓** |  |
| * Verifier & Assessor Qualifications
 | **✓** |  |  |  | **✓** |  |
| * GCSE Grade C *(4/5)* in English and Maths
 | **✓** |  |  |  | **✓** |  |
| Desirable |  |  |  |  |  |  |
| * Supervisory / Management Qualification
 | **✓** |  |  |  | **✓** |  |
| * IT Qualification
 |  |  |  |  |  |  |
| * Evidence of ongoing professional development
 | **✓** |  |  |  | **✓** |  |
| **Skills and Experience** |  |  |  |  |  |  |
| Essential |  |  |  |  |  |  |
| * Experience of managing and developing staff
 | **🗸** | **🗸** | **🗸** |  |  | **🗸** |
| * To be occupationally competent in a relevant commercial / professional environment
 | **🗸** |  | **🗸** |  |  |  |
| * Ability to manage and develop staff
 | **🗸** |  | **🗸** |  |  |  |
| * Ability to think, plan and manage in an education / training context
 | **🗸** |  | **🗸** |  |  |  |
| * Ability to adapt to and manage change
 | **🗸** |  | **🗸** |  |  |  |
| * Dealing with learners at different levels
 | **🗸** |  | **🗸** |  |  |  |
| * Ability to work as a member of a team
 | **🗸** |  | **🗸** |  |  |  |
| * Ability to communicate effectively in the workplace
 | **🗸** |  | **🗸** |  |  |  |
| * Appreciation of training practice in a commercial environment
 | **🗸** |  | **🗸** |  |  |  |
| * Possess good general communication skills (written and oral)
 | **🗸** |  | **🗸** |  |  |  |
| * Ability to analyse and interpret information/data and make decisions on the appraisal of facts
 | **🗸** |  | **🗸** |  |  |  |
| * Ability to meet tight deadlines and work under pressure
 | **🗸** |  | **🗸** |  |  |  |
| * Be able to work flexibly
 | **🗸** |  | **🗸** |  |  |  |
| Desirable |  |  |  |  |  |  |
| * Working in a commercial environment for a minimum of 3 years at Supervisory/Management level- ideally within Early Years
 | **🗸** |  | **🗸** |  |  | **🗸** |
| * Organise learning environments and supporting education / training
 | **🗸** |  | **🗸** |  |  |  |
| * Experience & knowledge of sector skills councils
 | **🗸** |  | **🗸** |  |  |  |

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|  | **Assessment Method** |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation  | Application Form | \*Test | Interview and Presentation | Psychometric Testing | Qualification  | References |
| **Personal Attributes** |
| Essential |  |  |  |  |  |  |
| * Strong inter-personal skills
 |  |  | **🗸** |  |  | **🗸** |
| * Good team player
 |  |  | **🗸** |  |  | **🗸** |
| * Able to relate well to students and staff at all levels.
 |  |  | **✓** |  |  | **✓** |
| * Confidence to work effectively and professionally with all stakeholders e.g. employers
 |  |  | **🗸** |  |  |  |
| * Good organisational skills, ability to prioritise and work under pressure
 |  |  | **🗸** |  |  | **🗸** |
| * Ability to inspire confidence in students
 |  |  | **🗸** |  |  |  |
| * Commitment to student success
 |  |  | **🗸** |  |  |  |
| * Commitment to on-going professional development
 | **🗸** |  |  |  |  |  |
| * Flexible approach to work
 |  |  | **🗸** |  |  |  |
| **Special Factors**  |  |  |  |  |  |  |
| Essential  |  |  |  |  |  |  |
| * Full, current driving licence
 | **✓** |  |  |  |  |  |
| * Car owner, with a willingness to use on College business as required *(mileage allowance payable)*
 | **✓** |  |  |  |  |  |
| * Enhanced DBS check
 | **✓** |  |  |  |  |  |

Update: November 2021