**Head of Apprenticeship Unit**

**Permanent, full-time**

**We are seeking a skilled and self-motivated individual to develop and manage Apprenticeship provision at the College.**

**This is an exciting opportunity to lead a new Unit from the outset at our high-quality, high-reputation College.**

Scarborough Sixth Form College currently offers no apprenticeships but successfully applied to the Register of Apprenticeship Training Providers and is therefore able to work with levy-paying employers through the digital account. It has also recently submitted a bid for a contract with Education & Skills Funding Agency for apprenticeship training allocation for work with non-levy paying employers

The College intends to start delivery of apprenticeships from January 2018 (whatever the outcome from the ESFA bid). This is an important step in business diversification by the College, and has the full and explicit support of the College Governing Body and the executive team. It is understood that apprenticeship growth from zero will be challenging, and while volume targets will be important, the creation of high-quality apprenticeship programmes – that enhance rather than risk our strong reputation in the local community – is our paramount aim. We are therefore seeking someone with the experience, skills and commitment to take us successfully on this new journey.

The early stages of the role will involve setting up the new Unit with an emphasis on business development, employer liaison and marketing. As the Head of Unit you will be supported in your decision-making by senior managers at the College, but will be empowered to create effective and growth-focused apprenticeship programmes and support processes. You will have a key role in confirming the College initial apprenticeship lines of offer, and in developing new lines over the medium-to-long term. You will also appoint and line-manage our first trainer-assessors.

Ongoing aspects of the role will include

* continued leadership of business development and employer liaison, with responsibility for managing contracts and ensuring compliance
* oversight of performance measures, monitoring the achievement of delivery targets, and leadership of quality assurance processes
* programme management, including enrolment and support of learners, and arrangements for programme delivery, with line management of trainer / assessors

The successful applicant will therefore need to have an excellent understanding of the apprenticeship environment, and typical models of delivery, and will have some experience of working successfully in the provision and assessment of apprenticeships. You will also have excellent interpersonal skills, and be able to engage, communicate clearly with and persuade employers. You will have the ability to propose and evaluate different scenarios and models of delivery, and to assess proposals in terms of detailed costs and revenue. You will be self-motivated, and be able to be proactive in working to, and developing an open-ended brief.

The College will provide a supportive professional environment in which to work, and you will liaise extensively with curriculum and careers staff, as well as senior managers. The College is committed to the professional development of all its staff.

**For further information please also see separate documents: Job Description, Person Specification.**

**Additional Information**

**Grade & Salary Range**

The successful candidate will be appointed to **Scale H or I** of the College’s support staff pay spine, within the range **£30,261 p.a. to £35,962 p.a**. dependent on experience.

**Main Terms & Conditions**

The contract is on a permanent full-time basis commencing as soon as the successful candidate is available.

Full-time contracts are based on an average of 37 hours per week over the full year. However, the post-holder will need to work flexibly to meet the demands of the job.

You are eligible to be a member of the Local Government Pension Scheme. Salary payments are made monthly by credit transfer on the last business banking day of the month. Annual leave entitlement is 22 days per annum in addition to public holidays, rising to 25 days after 5 years’ continuous service.

The information above is provided as an overview, for information only. Full details of actual terms and conditions will be supplied with the letter of appointment.

**Safeguarding**

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To meet our safeguarding obligations:

* Applicants are required to submit a completed Declaration Form with their application.
* Referees are asked if they are aware of any child protection allegations or issues.
* All appointments are subject to verification of qualifications, medical clearance, satisfactory DBS Disclosure (Enhanced) and satisfactory written references.
* Applicants who have worked abroad or lived abroad may also be required to provide a Certificate of Good Conduct for the Country they have resided in.

**Application Procedure**

Please complete and return the application online via TES jobs (<https://www.tes.com/jobs/>). If you are unable to access the online application or would prefer to fill out the application form by hand, please telephone 01723 365032, and an application pack will be sent to you.

**Closing Date: Midnight, Sunday 15th October 2017.**

Please ensure you use the Supporting Information Section of the Application Form to explain how your skills, experience and attributes make you suitable for the post. Please do not include a C.V.

**Interviews are provisionally scheduled for Friday 20th October 2017.**

If you have not heard within one month of the closing date, then please assume that you have not been successful on this occasion. For any queries, please telephone 01723 365032.