**Person Specification**

**Head of Apprenticeship Unit**

*Our aim is to recruit highly talented and competent people, fully committed to the College’s aims and values. Below we have identified the qualifications, skills, experience and attributes ideally required for this post. Applicants need to demonstrate how well they meet this profile and/or their potential to develop to meet the requirements of the post. This will initially be assessed based on quality of application, and then, if shortlisted, based on a combination of relevant task(s) and interview(s).*

**Qualifications**

* Qualified to level 3 or above

*Desirable*

* *Qualified to degree level*

**Professional Skills & Experience**

* Recent experience of the delivery and management of apprenticeship training provision
* Recent experience of business liaison with employers
* Up-to-date knowledge of apprenticeship funding and requirements, and an understanding of good practice in apprenticeship delivery
* A good track record of achieving high-quality delivery outcomes
* Team leadership including an ability to support and motivate staff, resolve performance issues and organise workloads to best meet the needs of the service
* Experience and skills in effective quality assurance
* Excellent interpersonal and communication skills
* Excellent time management and prioritisation skills
* Excellent organisational and administrative skills with attention to detail
* Skills to work productively with senior managers, other College teams, and to liaise effectively with external stakeholders

**Personal Skills & Attributes**

All staff are expected to demonstrate commitment to the college’s aims and values, including:

* Passionate about learning and its importance in life
* Having high expectations of self and others
* Honest, open, reflective and self-critical
* Doing one’s best, adapting well to change and always seeking to do better
* A supportive team worker
* Treating staff and students fairly and with respect, valuing their diverse contributions
* Fully committed to promoting & safeguarding welfare of children & young people

*For staff with management or supervisory responsibilities, this also includes:*

* Acting as a role model, with day-to-day behaviour reflecting college values and good professional practice
* Demonstrating a commitment to our students and to continuous improvement for their benefit
* Actively inviting and listening to feedback and keeping colleagues appropriately informed
* Able to make fair decisions, based on reliable information and a clear understanding.

*Updated: September 2017*