

# Job Description and Person Specification



## Apprenticeship Manager

<b>Salary:</b>	<b>£42,428 pa inclusive</b>
<b>Hours:</b>	<b>36 hours per week</b>
<b>Status:</b>	<b>Permanent</b>
<b>Leave:</b>	<b>42 days annual leave plus bank holidays</b>
<b>Responsible to:</b>	<b>Head of Business Development</b>
<b>Line Management:</b>	<b>Assessors and Functional Skills Lecturers</b>
<b>Functional links with:</b>	<b>Skills &amp; Logistics Centre Apprenticeship Manager, Directors and Curriculum &amp; Quality Team Managers, Account Managers, Assessors, and MIS Team</b>
<b>Location:</b>	<b>This post is based at the Isleworth site however you may also be required to undertake work at the Skills &amp; Logistics Centre, Feltham</b>

### The purpose of the post

- Secure improvements in the quality and performance of Apprenticeship provision delivered by the curriculum directorates based at the Isleworth site with a particular focus on provision developed with Apprenticeship levy paying employers
- Lead on the organising and managing apprenticeship recruitment and selection, assessment and induction of apprentices within identified sectors and communicate with employers regularly regarding the progress and completion of apprentices

### The main duties and responsibilities are:

- To demonstrate an up to date knowledge of Apprenticeship provision and be able to fully explain and respond to queries on apprenticeships to a range of audiences including employers, apprentices and colleagues
- To liaise and work with curriculum experts to create and develop new and existing apprenticeship opportunities with employers
- To assess and manage a caseload of between 6 - 8 apprentices in a key curriculum area - such as Business or Health & Social Care

- To be the Lead Internal Quality Assurance in a key curriculum area – such as Business or Health & Social Care – and support effective assessment and internal quality assurance processes across provision based at Isleworth
- To liaise with agencies and organisations delivering end point assessment (EPA) and support curriculum directorates prepare students well for the gateway and EPA phases of apprenticeship standards
- To work closely with the Account Managers to achieve growth and income targets for Apprenticeship provision and identify opportunities to develop full-cost provision and other commercial opportunities
- To take the lead on the use of Smart Assessor and bksb as key tools to prepare, track and monitor the progress and achievement of apprentices
- To manage communications with the Exams Team ensuring tracking and forecasting performance is accurate and timely and to prepare regular performance reports for the College Curriculum & Quality Executive Group

#### Team management

- Lead and build a team of assessors, running regular team meetings to ensure good communications are in place across all curriculum directorates
- Encourage collaborative working, sharing of good practice and debate about teaching, learning and assessment
- Consult on planning and ensure a consistent approach to quality improvement

#### External focus/liaison

- To ensure employers are fully committed and able to provide relevant work, training and supervision in a healthy and safe environment and ensure the completion of all documentation to the required standard prior to commencement of the programme.
- To collaborate with the Account Managers to build effective relationships with all stakeholders, and visit employers with new opportunities to recruit the right apprentice.
- Keep up to date with strategic developments in the designated curriculum areas and local and national initiatives which might impact on the area, and ensure through visits to other institutions that best practice is disseminated across the team.
- Ensure marketing materials (fact sheets, course guides) are produced on time and in the correct format, having consulted with curriculum colleagues.
- Work proactively to promote programmes through participative recruitment activities: taster sessions, open days, visits.

#### General

- As a member of the management team of the college, undertake evening and Saturday duty in accordance with the Duty Rota.
- Adhere and comply with the college financial regulations.
- Undertake such other duties at appropriate levels of skill and responsibility as may be required.

# Person Specification

Please study the items in this person specification carefully when completing your application form. We need evidence and practical examples of how well you meet each criterion.

1. Educated to Level 3 or 4 standard and hold an up to date qualification in internal verification.
2. Sound **knowledge and understanding** and evidence of **continuous professional development** in apprenticeship provision with a focus on
  - effective assessment strategies
  - knowledge and management of apprenticeship provision
  - substantial experience working with employers and external agencies.
3. Proven ability to **manage teams and individuals** with a focus on
  - taking a pro-active, positive and clear approach
  - setting and maintaining high standards
  - supporting and developing
  - regular, consistent and structured contact
4. Understanding of the **regional and national policy context** with a focus on:
  - employer engagement in the apprenticeship levy
  - opportunities to develop and extend apprenticeship provision linked to major projects
5. Excellent **IT skills** with a focus on
  - improve management processes
  - to manage and monitor assessor caseloads and assessment
6. Experience of implementing, managing and monitoring **internal quality assurance** processes that have led to tangible improvements with a focus on:
  - timely achievement of apprenticeships
  - use and interpretation of data and information
7. **Communication:** ability to write complex reports, to articulate arguments, talk to groups, chair meetings and be empathetic, respectful and clear in one-to-one meetings with a focus on:
  - clarity and appropriate to audience
  - structured and purposeful
  - complex ideas with simplicity
  - listen and empathise

8. Have an awareness and understanding of Safeguarding and Prevent and how to embed these into apprenticeship provision.
9. Ability to practise the principles of **collaborative working** with a focus on
  - consultation and involvement
  - consensus and decision-making
  - supportive structures and processes

### **Equality and diversity**

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

<b>Closing date:</b>	<b>1.00pm, 19 July 2017</b>
<b>Reference number:</b>	<b>APM001</b>
<b>Interview date:</b>	<b>9 August 2017</b>

# Conditions of Service

<b>Contract:</b>	Permanent Full time
<b>Hours:</b>	36 hours per week
<b>Salary:</b>	<b>£42,428pa inclusive</b> The salary offered for this post will be a spot salary on point 6 of the Management Spine scale.  Spot salary means there is no entitlement to any incremental pay increase.
<b>Pension:</b>	Staff are entitled to participate in the Teachers Superannuation Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	42 days per annum plus public holidays.
<b>Teaching Qualifications:</b>	Lecturing staff are required either to have upon commencement of employment, or to obtain within a specified period after commencement the qualifications required for the post.  The type of qualification required and the time period for acquiring it, depend upon a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the Individual works full-time or part-time.
<b>Probation:</b>	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.  Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.  The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
<b>Disclosure</b>	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.