

Job title:	Director of Apprenticeships
Reports to:	Executive Director Apprenticeships & Employer Training
Responsibility for others:	Responsible for a team of circa 80 staff across the Group

JOB DESCRIPTION

Purpose and context:

The Director of Apprenticeships will assist the Group Executive Director Apprenticeships & Employer Training in leading apprenticeship delivery teams across the group ensuring high quality experience for apprentices and employers.

As a key member of the senior leadership team, the postholder will be responsible for effectively and positively leading a culture of high performance and high engagement and an environment of continuous improvement amongst all colleagues.

To develop apprenticeship standards that align to skills priority areas delivering a workforce for the future that addresses jobs and skills needs across the district the results in a strong contribution to meeting skills need at Ofsted.

Together with the Head of Apprenticeships to embed strong teaching, learning and assessment practices that deliver employer and stakeholder requirements outlined in the EIF.

To ensure an excellent experience for employers and apprentices that delivers responsive effective communication, timely participation and progression monitoring and a measurable return on investment.

The post holder will deputise for the Group Executive Director for Apprenticeships & Employer Training as directed and will be expected to work in a flexible, proactive manner to ensure these key objectives are achieved.

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

Responsibilities:

General

- Responsible for apprenticeships curriculum planning and profiling and a sizable budget
- Responsible for tracking, monitoring, and meeting KPIs on achievement, withdrawal rates, financial targets, starts
- Take the lead on ensuring of staff utilisation across the Group and delivering on efficiencies where appropriate
- Responsible for compliance procedures across the group ensuring delivery team adhere to funding and audit guidance
- Lead on the integration of the accountability dashboard and ensure kept within tolerances

- Responsible for employer relationship management ensuring any complaints are dealt with in agreed timescales
- Take the lead on curriculum and enrolment planning
- Manage student and employer voice activity across the group and feedback on results and drive changes required
- Responsible for curriculum planning within English and maths
- Ensure the development of delivery plans, induction materials, resources, skill scans, job scans
- Drive use of E-Portfolio across the Group and reporting on progress
- Attend SLT, marketing, Safeguarding, Student Voice meetings and others as department representative
- Implement apprenticeship calendar of meeting, events and tasks ensuring timing compliance.
- Work with apprenticeship managers to timetable apprenticeship knowledge delivery sessions.
- Take the lead on quality within the department to meet EIF requirements
- Plan and prepare for staff CPD events

Strategic

- To plan and implement a long-term strategy to further grow and develop the Apprenticeship provision to meet priorities and needs whilst ensuring financial viability
- To understand and maintain knowledge of local, regional and national skills policies and economic frameworks that influence the development of strategy and direction of travel

Apprenticeship Development

- To ensure that the Group is prepared to deliver high-quality Apprenticeship provision which is responsive to changes in the political, economic, legal, and environmental context
- To lead a half termly meeting with Heads to develop our longer-term strategy and to monitor our performance against agreed KPIs
- To ensure provision and projects are successfully planned and delivered

Line Management

- To directly line manage Heads and staff within the Department across the Apprenticeships provision

Funding and Income

- To monitor performance of Apprenticeship related funding
- To work with the Executive Director Apprenticeships & Employer Training on special projects to identify and tender for additional funding streams

External Liaison

- To attend any relevant external networks in order to position the Group effectively to grow provision
- To contribute to the development of employer forums across the Group to help shape provision
- To develop relationships with collaborative partners to secure funding opportunities and growth through tendering

Students

- To ensure that students are supported appropriately to achieve their learning goals and progression pathways including effective initial and diagnostic assessment and development, implementation, and monitoring of effective and efficient support plans
- To develop and maintain an environment that successfully promotes learning and enables students to achieve their full potential
- To increase levels of learner satisfaction of provision within the designated areas of learning.

Quality

To work with senior leaders in quality to:

- Ensure a consistently high standard of teaching, learning and assessment which meets the Group's Standards for Teaching and Learning and other relevant policies
- To ensure that any under-performing provision is subject to intensive recovery action which results in swift and significant improvement
- To ensure that staff are expert in assessing in accordance with awarding body standards and requirements
- To ensure that success rates meet or exceed national averages or Groups targets
- To monitor Heads performance against Key Performance Indicators and act in a timely way to address any emerging issues

Marketing and Relationships

- To develop the reputation of the Group's provision with external stakeholders
- To work with the Marketing and Employer Engagement Teams to ensure the Apprenticeship provision is effectively promoted

Human Resources

To support direct line reporting Heads and Managers to lead their teams by:

- Participating in the recruitment and selection of staff in departments as required
- Supporting in the recruitment and selection of other Group staff as required
- Supporting the successful induction of new staff as required
- Supporting the effective management of performance, conduct, and absence of staff as required
- Ensuring that Heads undertake appropriate development activity to achieve the highest standards of quality in provision and comply with Group requirements.

Financial Management

- Liaison with relevant senior leaders to ensure that the provision offer maximises funding and opportunities for student success
- Develop and maintain appropriate networks to ensure funding opportunities are maximised
- Actively participate in the business review process as required
- Ensure compliance with audit requirements.

Responsibilities of all employees within the Heart of Yorkshire Education Group:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into Group life through involvement in all identified aspects of the enrolment process

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: Director of Apprenticeships		
NOTE TO APPLICANTS – please ensure you note in your on-line application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task
<u>Qualifications and Training:</u>		
Professional qualification or degree in a relevant area (level 4 or above) or equivalent.	E	A
Safeguarding and Prevent training (or to be completed within one month of appointment)	E	A, I
GCSE English A*- C / 9 - 4 or equivalent qualification	E	A
GCSE Maths A*- C / 9 - 4 or equivalent qualification	E	A
Qualified to level 6 or above	D	A
Management qualification at level 5 or above	D	A
<u>Relevant Experience:</u>		
Senior Leadership experience in Further Education	E	A, I
Experience of establishing and maintaining effective relationships across the group and externally	E	A, I
Experience of managing budgets and targets	E	A, I
Experience of Apprenticeships and Commercial Training	E	A, I
<u>Skills and Knowledge:</u>		
Effective communication skills, both written and verbal	E	A, I
The ability to deal with unforeseen situations and make decisions	E	I, T
The ability to interpret and act upon complex information	E	A, I
The ability to think strategically	E	I, R
Ability to give clear, honest and constructive feedback to individuals and teams	E	I
The ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met	E	I, T
Good IT skills including use of MS Word, Excel, Outlook and PowerPoint	E	I, T

<u>Additional Factors:</u>		
A professional approach	E	I, R
Emotionally intelligent	E	I, R
Open and responsive to feedback	E	I, R
The ability to engage effectively with all levels of staff, students and stakeholders	E	I, R
A flexible approach to working practices	E	I, R
Good team member	E	I
Reliant and adaptable to change	E	I
A commitment to the principles of Equality and Diversity	E	I
As the Group has three Colleges, flexibility and willingness to work across all sites is required	E	I

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.