

#### Job Description

**Post title:**  **Apprenticeship Programme Manager (APM) Agriculture**

**Based at: Rosewarne Campus. The Cornwall College Group**

**Reports to:**   **Curriculum Area Manager (CAM)**

**Responsible for: Apprenticeship Programme(s) and associated apprentices**

Terms & Conditions: Lecturing, assessing & coaching in the work place

Primary Purpose of Role:

To manage all aspects of the Apprenticeship Programme(s) and provide a positive experience for all apprentices enrolled that enables them to achieve to their maximum potential.

In collaboration with the CAM to be accountable for all aspects of the apprenticeship journey from initial marketing, promotion, initial advice and guidance and solely responsible for successful progression and careers advice, achievement, recording destinations, programme design and consistently high levels of teaching, learning and assessment.

**Key Areas of Responsibility**

**Apprenticeship Programme(s) and Apprentices**

You are responsible for all apprentices enrolled on your Apprenticeship Programme(s) and must ensure that:

1. All apprentices attend their lessons. You must monitor attendance for your area and ensure that registers are completed in line with the associated Policy. This is inclusive of the apprentice’s main qualification(s) and English and maths where appropriate.
2. You are the main point of contact for parents/guardians throughout an apprentice’s journey at TCCG.
3. Intervention is proactive, timely and in line with College Policies and Procedures.
4. You are responsible for working with the apprentices to achieve their overall success at College and must ensure that attendance at English and maths is good. Where such matters are escalated to you, you must take timely steps to resolve the issue.
5. Be actively involved with all teaching, instructing and assessing. To ensure high quality of education in all aspects of the Apprenticeship Programme.
6. All apprentices complete Initial Assessment and skills scan prior to enrolment, with results shared with the teaching and B2B teams.
7. All apprentices should behave in accordance with the code of conduct in all lessons and social spaces. Where poor behaviour is escalated to you, you should take timely steps to resolve the issue.
8. You are responsible for ensuring all of your apprentices complete the Apprenticeship Framework or Standard, including all gateway requirements in a timely manner.
9. You should continuously monitor the levels of retention and success of your apprentices. You must ensure that all apprentices have targets set including Individual Learning plans with milestones set and monitored through regular tutorials and recorded on Learning Assistant and take steps to ensure that they are achieving, stretched and challenged.
10. You must ensure that College systems are being used to support progress and success and take action to resolve issues identified, escalating issues where necessary to the Curriculum Area Manager or Head of Campus.
11. Ensure all apprentices have opportunity to be heard in relation to their learning experience and act upon or escalate any concerns that are raised. Complete internal and external learner surveys as required.
12. Positively support progression and destinations of the apprentices on your Apprenticeship Programme(s), engage them with independent Careers Advice and Guidance and tracked their planned destination via Pro, Learning Assistant and the Course Review process.
13. Celebrate success with your apprentices and the wider College.

**Quality of Education**

1. Create and maintain a positive learning environment (physical classroom layout, displays etc.).
2. Ensure Schemes of Learning are in place for all aspects of the Apprenticeship Programme(s).
3. Ensure individual skills scans and Individual Learning Plans are in place for all apprentices.
4. Design the curriculum structure and sequencing for the Apprenticeship Programme(s).
5. Manage and update E-learning / Virtual Learning / Digital resources for the relevant Apprenticeship Programme(s).
6. Complete Course Review documentation and process and attend and contribute to Course Reviews in line with the associated procedure.
7. Have active involvement with standardisation of assessment activities and ensure that appropriate Internal and External Quality Assurance is in place.
8. Write the SAR for your Apprenticeship Programme(s) to input into your area SAR and contribute and participate in RAID.
9. Be responsible for the interviewing of potential apprentices for your area. Ensure that apprentices are recruited with integrity and placed on the most appropriate Apprenticeship Programme.
10. Ensure apprentice progress reports for your area are completed in a timely manner and are available for all parties to review via Learning Assistant
11. Work with the Learning Support Deployment team to enable the positive transition of apprentices with EHCP’s, vulnerable circumstances and risk assessments. Ensure timely reporting of apprentice contact and progress on Pro Monitor.
12. Work with the Business to Business team to support employers with curriculum related information and concerns.
13. Ensure attendance of your area at open events to support recruitment. Participate in a pro-rata system to support open events.
14. Work with your CAM and/or HoC, marketing and B2B to ensure suitable Apprenticeship Programme information is available.
15. All duties as specified in the Job Description Lecturer.
16. Take an active part in staff appraisal (PMR) processes and staff development.
17. Ensure that all mandatory training is maintained and completed within a timely manner.
18. Ensure own professional practice is up to date with industry developments; engage in ‘Back to Industry day’.

#### Person Specification

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|  | **Essential** | **Desirable** |
| **Previous**  **Experience** | Knowledge and experience of all funding groups of students including, 14-16, 16-18, Adult, Community, Apprenticeship and HE curriculum.  Experience of teaching and/or training in the relevant subject sector.  Ability to utilise effectively a range of IT-based resources to support delivery and learning.  Significant subject sector industry experience  Demonstration of excellent communications skills and ability to work within a team | Awareness of financial and business management in relation to the development and delivery of provision.  Successful teaching experience within the last 12 month  Experience of Apprenticeship Programme Management. |
| **Qualifications** | Appropriate level (minimum level 4) qualification in Agriculture  Full teaching qualification e.g. PGCE, DET or Certificate of Education (or willingness to achieve within three years of appointment).  Hold or be working towards the TAQA Assessor Award.  Level 2 English and maths. | Degree in related Subject Sector Area.  Masters in related Subject Sector Area.  Level 3 English and maths.    Verifier awards  Health and Safety Certificate  First Aid Certificate |
| **Personal Attributes** | Honesty and integrity  Excellent communication skills  Excellent work ethic  Team player  Personal commitment to continuous learning  Calmness under pressure  Commitment to completing task completion  Personal ambition |  |

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### The Cornwall College Group Values

Our values reflect the ethos, behaviours and capabilities that our learners, staff, communities and businesses want us to instil through the delivery of our promises.

**Please note:** All employees of Cornwall College are required to undertake mandatory Safeguarding, health and safety, data protection and Equality & Diversity Training. All statutory checks governed by “every child matters” will need to be completed before commencing employment.

For minibus driver roles or those required to drive a minibus as part of their role must have their licences (both the photo card and paper counterpart) checked, before an offer and confirmation of employment, to ensure they meet with legislative requirements and The Cornwall College Group policies ([Pages 27/28 (minibuses) of the Health & Safety Policy](https://intranet.cornwall.ac.uk/intranet/cc-docs/documents/policies/health%20and%20safety%20policy.doc)).

It may also be necessary to check the driving licence of other members of staff, before commencement of employment, where they are required to drive on Cornwall College business to ensure they meet The Cornwall College Group policies ([Pages 40-43 (driving for work policy) of the Health & Safety Policy](https://intranet.cornwall.ac.uk/intranet/cc-docs/documents/policies/health%20and%20safety%20policy.doc)).  If the role requires a staff member to use their own vehicle there is a legal requirement to hold business use category on their motor insurance policies.