

## Job Description

**Post Title:** Head of Apprenticeships

**Responsible to:** Assistant Principal- Apprenticeships and Adults

### Purpose of the Role

- Manage and lead the development and delivery of high quality apprenticeship training ensuring an exceptional experience for apprentices and employers
- Ensure excellent achievement rates for apprenticeship programmes across all subject areas exceeding national achievement rates in line with contractual targets and objectives
- Working alongside the Assistant Principal Apprenticeships and Adult, drive the development of Apprenticeship curriculum design in response to the needs of the employers and the local economy
- Work as part of the College Management Team to contribute to the strategic direction of the College and work closely with stakeholders at a local and regional level

### Duties

1. To ensure the College meets its business objectives and targets through effective leadership and development of the Apprenticeship Team and all relevant systems, processes and procedures.
2. To further improve and manage the quality of delivery to apprentices/learners, ensuring that learning and assessment is exemplary and apprentices/learners are retained, attend, achieve and progress in a timely manner.
3. To effectively manage a team of Quality Leads and Trainer Assessors, ensuring they are effectively case loaded, are managing their apprentices / learners effectively and in a timely way and are delivering a high quality teaching, learning and assessment experience.
4. To work closely with the Head of Maths & English regarding the planning, co-ordination, delivery and tracking of functional skills, with a focus on early achievement within the apprenticeship programme.
5. To work effectively with curriculum managers to ensure the apprentice/learner and employer experience is excellent both on and off the job.
6. To oversee and quality assure End Point Assessment arrangements.
7. To audit and ensure the department's full compliance with all relevant funding guidance and quality measures through the College's apprenticeship monitoring, tracking and reporting systems.
8. To work closely with the Deputy Head of Employer Engagement to ensure the smooth transition of learners from the sign-up stage and onwards.
9. To ensure that excellent IQA arrangements are in place and all EV visits are well planned and managed.

10. To manage apprenticeship delivery for contracts with 'Other Managing Agents' (OMAs) and ensure we have an excellent relationship with them.

11. To monitor and improve apprentice/learner and employer satisfaction to achieve agreed targets.

### **Required Qualifications**

- Minimum GCSE Maths and English grade C qualifications or above or equivalent.
- Degree or relevant vocational/professional qualification at a minimum of Level 3

### **Knowledge**

Knowledge of:

- Equality and diversity and health, safety and environmental issues
- Word, Excel, Access and Powerpoint

Awareness of:

- Current issues affecting Apprenticeships and the Further Education sector
- Local and national education and training needs
- Understanding of the pastoral role
- Knowledge and understanding of good teaching and learning practices and quality assurance

### **Competencies**

- Relevant industrial competence
- Evidence of:
  - Quality assurance
  - Commitment to continuous professional development
- Appreciation of Apprenticeship funding requirements and methodologies
- Effective communication skills
- Ability to:
  - manage resources effectively and efficiently
  - liaise/communicate with a broad spectrum of individuals and external agencies
  - meet deadlines
  - create and deliver new business strategies

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

### **Variation to this Job Description**

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**