

JOB DESCRIPTION

Job Title: Apprenticeship Quality Assurance Leader

Reports to: Head of Apprenticeships

Main Purpose:

As a member of the College's Business Services Team the role will involve the Quality Assurance of a number of frameworks.

Main Duties:

1. To assist the Business Services department to drive the continuous improvement of the apprentices at Wigan and Leigh College
2. To be responsible for the day to day management, control and operation of apprenticeship provision including:
 - the efficient and effective allocation of assessor caseload;
 - an overview of the assessment process;
 - the monitoring and reporting of statistical information;
 - the implementation of quality assurance procedures within the apprenticeship delivery.
3. To monitor and evaluate the effectiveness and achievements of apprenticeships in line with College procedures, including evaluation against quality standards and performance criteria.

Responsibilities include:

- To contribute, as a member of the Business Services Team, to strategic, operational and development planning.
- To implement systems which ensure the achievement of performance targets (e.g. apprenticeship recruitment, retention and achievement targets) and safeguard motivation and morale.
- To work in collaboration with all College Managers and external organisations to ensure active participation in the delivery of apprenticeship frameworks.
- To promote inclusive learning and widening participation within Business Services.
- To undertake an overview of developing full cost activity as required.
- To provide appropriate advice and guidance to prospective apprentices and to interview prospective apprentices as and when required.
- To contribute to the Department's staff development plan and design/organise appropriate programmes to meet staff/assessors' development needs.
- To undertake appropriate staff development as agreed with the line manager to keep abreast of developments in their area of work.
- To give and receive feedback on performance to self and others including through the staff review process and to promote and undertake opportunities for continuous professional development.
- To contribute to the marketing activities in line with College marketing strategies.

- To ensure the continued relevance of framework provision and delivery to meet the needs of clients.
- To liaise with Cross College staff and other relevant staff to ensure that the student support framework operates effectively (i.e. pastoral system).
- To manage the student disciplinary process and ensure consistency in its implementation.
- To ensure that the student environment is of the highest possible quality.
- To participate in the College's Performance Management process.
- To carry out the duties of the post in line with the College's Equality & Diversity Policy and to promote equality of opportunity within the College.
- To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.
- To undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

Qualifications

- Be qualified to Degree level in a relevant technology area
- Have assessor qualifications
- GCSE Maths and English Grade C or above

Knowledge & Experience

- Experience of networking with others internally and externally to successfully achieve common goals.
- Experience of data management and preparation of management reports for Senior Management and others.
- Experience of working to meet challenging targets.
- Have experience of managing people and leading teams.
- Knowledge of FE College funding across different funding streams, and know how to optimise efficiency when managing delivery projects.
- Awareness of Legislation & Government Policy and implications for the College.

Competencies

- Proven competence of management and delivery in a training environment.
- Excellent written communication and oral presentation skills.
- Ability to work to the needs of a variety of stakeholder relationships.
- Strong interpersonal, problem solving and organisational skills.
- Excellent IT skills with competence in the use of a variety of software packages.
- Ability to analyse complex information and draw out conclusions.
- The ability to motivate oneself and others, working independently and as a team.

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

November 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.