

JOB DESCRIPTION

Post:	Head of Apprenticeships
Responsible to:	Vice Principal Apprenticeships and Employer Engagement
Responsible for:	Apprenticeship Managers, EPA Co-ordinator and Apprenticeship Administrator.
Pay Band:	14

JOB PURPOSE

To lead on the delivery of all college apprenticeship provision by providing a positive, pro-active approach which delivers outstanding outcomes for apprentices and employers. You will line manage the Apprenticeship Managers and the administration team, and, with the support of the Vice Principal Apprenticeships and Employer Engagement, create and deliver the strategic vision for apprenticeships at the college.

MAIN TASKS

1. Lead the delivery of apprenticeship provision and line manage the Apprenticeship Managers to ensure that the teaching, learning and assessment of apprentices is highly effective and that the progress of all apprentices is being well monitored, leading to outstanding achievement rates and outcomes
2. Ensure that all apprenticeship programmes are fit for purpose, deliver the skills and competencies required by employers, and are effectively planned, costed and delivered
3. Take the lead on all operational matters relating to apprenticeship funding and contract compliance, and manage the Apprenticeship Managers to ensure full compliance with apprenticeship funding rules
4. Design and deliver streamlined, compliant systems and processes to ensure efficient and effective working across the department
5. Effectively manage the department budget
6. Effectively manage the End Point Assessment Co-ordinator and Apprenticeship Administrator
7. Lead the production of the annual Self-Assessment Report and Quality Improvement plan, and use this process to engender a vibrant culture of continual improvement throughout the team
8. If necessary, effectively manage a small number of apprenticeship programmes, including the line management of any tutors/ HPLs/ assessors to ensure the delivery of outstanding timely success rates and progression opportunities for apprentices.

9. Support the Employer Services Quality Lead to deliver appropriate standardisation and CPD activities.

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	is educated to at least degree level, or holds a level 3 qualification alongside considerable professional management experience;	Application form, qualification certificates
2	has significant experience of successfully managing apprenticeship provision across a number of different subject sectors;	Application form, interview
3	has the skills and credibility to manage other managers to deliver the common goals of the department;	Application form, interview
4	can demonstrate previous experience of designing and managing flexible delivery models that genuinely meet the needs of employers and learners;	Application form, interview
5	has a comprehensive understanding of apprenticeship funding rules and regulations;	Application form, interview, test
6	has an absolute commitment to student success and progression and a detailed understanding of how it may be achieved in an apprenticeship environment;	Application form, interview
7	is numerate and able to plan and manage resources effectively and ensure value for money;	Application form, interview
8	has a high level of interpersonal skills and is able to communicate effectively both orally and in writing;	Application form, interview
9	is able to manage their own time, work under pressure and meet demanding timescales to ensure the effective management of the area;	Application form, interview
10	can demonstrate a knowledge and understanding of Safeguarding/Child Protection issues relevant to the post;	Application form, interview
11	has a commitment to the promotion of equal opportunities and inclusion within all aspects of work-based learning;	Application form, interview
12	has undertaken a recent programme of personal development and can demonstrate impact on self and/or teams;	Application form, interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	holds relevant professional qualifications such as assessor and verifier qualifications;	Application form, interview
2	has relevant experience in employment outside education;	Application form, interview

CONDITIONS OF SERVICE

Salary:	Pay band 14
Payment:	Monthly payments direct to bank via BACS
Hours:	37 hours per week, all year round
Holidays:	24 working days, rising to 29 days plus Bank and Public Holidays
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.