

JOB DESCRIPTION

Post:	Apprenticeship Manager
Responsible to:	Head of Apprenticeships
Responsible for:	Assessors, Tutors and Training Coordinators
Pay Band:	10

Job Purpose

To lead on the delivery of work-based learning provision in a particular subject sector or sectors, by providing a positive, pro-active approach to work-based learning which delivers outstanding outcomes for students and employers. You will manage a team of Assessors, Tutors and Training Coordinators to deliver effective and efficient training and assessment which meets the needs of employers and students and supports the ambition of the college to be the first-choice provider of work-based learning in Oxfordshire and the surrounding area.

Specific Duties

1. Manage the delivery of work-based learning provision in a particular subject sector, or sectors, namely apprenticeships and work-place learning (NVQ) students. Delivery models will include a mix of classroom-based teaching and workplace assessment. Some provision will be delivered by curriculum staff and some by hourly paid/ portfolio paid staff or tutors and assessors working directly for the Employer Services team.
2. Assist the Head of Apprenticeships in setting and monitoring targets for improved performance across work-based learning provision.
3. Contribute to the production of the annual Self-Assessment Report within the area.
4. Manage the tutors, assessors / IQAs and Training Coordinators effectively to ensure the delivery of outstanding timely success rates and progression opportunities for students.
5. With the support of the Employer Services Quality Lead, manage EQA/ EV visits within a particular subject sector, or sectors.
6. Support the Employer Service Quality Lead to deliver appropriate standardisation and CPD activities.

7. Track and monitor individual students and different cohorts of students and make appropriate interventions to tackle under-achievement of student's work
8. With the support of the Head of Apprenticeships, manage the design and delivery of innovative and flexible delivery models that meet the needs of learners and employers alike
9. With the support of the Head of Apprenticeships ensure that all data is accurate and compliance with ESFA Funding Rules is maintained.
10. With the support of the Employer Services Quality Lead, contribute to the design and delivery of classroom based and short course/ full cost provision.
11. Embrace the full potential of learning technologies in order to ensure that all students have access to a diverse range of learning resources and experiences
12. Inspire, engage and stretch students through promoting focused delivery that meets individual needs

Other Duties Applicable to all Staff Working at Abingdon and Witney College:

- Participate in the college appraisal and staff development programme;
- Keep abreast of developments in your area;
- Adhere to the Health and Safety policies and procedures in relation to dealings with staff and students e.g. communications, equal opportunities and employment policy;
- Assist students according to need, when appropriate;
- Know the college policy for Equality and Diversity and take an active part in its implementation;
- As a term of your employment you may be required to undertake such other duties as may reasonably be required of you, commensurate with your grade, at any of the College sites;
- 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 programs successfully;
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.

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

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

PERSON SPECIFICATION

It is **essential** that the person appointed:

1. is educated to at least level 3;
2. has significant experience of work-based learning provision;
3. has the potential to or experience of deploying and supporting staff in meeting the aims and objectives of the College;
4. has the skills and credibility to work closely with employers in a particular sector, or sectors;
5. can demonstrate previous experience of designing and managing flexible delivery models that genuinely meet the needs of employers and learners;
6. has an absolute commitment to student success and progression and an understanding of how it may be achieved in a work-based learning environment;
7. is numerate and able to plan and manage resources effectively and ensure value for money;
8. has a high level of interpersonal skills and is able to communicate effectively both orally and in writing;
9. is able to manage their own time, work under pressure and meet demanding timescales to ensure the effective management of the area;
10. can demonstrate a knowledge and understanding of Safeguarding/Child Protection issues relevant to the post;
11. has a commitment to the promotion of equal opportunities and inclusion within all aspects of work-based learning;
12. has undertaken a recent programme of personal development and can demonstrate impact on self and/or teams;

It is **desirable** that the person appointed:

1. holds relevant professional qualifications such as assessor and verifier qualifications;
2. has relevant experience in employment outside education;
3. experience of managing work-based learning provision.

CONDITIONS OF SERVICE

Salary:	£37,325 - £38,824 per annum
Payment:	Monthly in arrears direct to bank via the Bank Automated Clearing System [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 invited to join the Local Government Pension Scheme (LGPS) however, they may opt out if they wish.
Medical:	A medical questionnaire must be completed, and the appointment will be subject to medical clearance.

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 - Abingdon & Witney College is committed to ensuring the wellbeing of all young people and vulnerable adults in its care.

EQUAL OPPORTUNITIES – Abingdon and 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 disabled people. 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.