Job Description

JOB TITLE: Apprenticeship and Employer Engagement Manager

SALARY: Management Range C

HOURS: Normally 37 hours per week but commensurate on completing the duties associated with the post.

RESPONSIBLE TO: HE & International Director

RESPONSIBLE FOR: Meeting the College’s apprenticeship targets and managing employer engagement.

JOB PURPOSE:

a) to engage employers to increase the work of the College in apprenticeships and all forms of employer related activities, including guest speakers, mentoring, work experience and internships for learners on programmes at the College;

b) to lead the planning, development, delivery and monitoring of apprenticeship and full cost programmes; the day to day operation of those programmes with the relevant Head of Department, if applicable, ensuring that the curriculum is delivered efficiently and effectively;

c) to develop a culture of continuous improvement and ensure that learner success rates and experiences are of the highest possible standard;

d) to provide leadership for employer engagement, ensure effective and efficient budget control and develop an effective overview of College targets for income generation and learner outcomes;

e) to act as a head of department in cases of absence of the Head of Department.

MAIN DUTIES

• To plan, develop, implement and evaluate the engagement of employers.

• To liaise with the Marketing Director to identify local education, training and skills needs for apprenticeships and full cost work.

• To be responsible for, and work with appropriate staff to ensure the college meets its apprenticeship recruitment targets through targeted marketing, communications and publicity.
• To deliver apprenticeships and ensure that assessment, verification and Health and Safety processes are completed to the appropriate standards.

• To take a leading role in the production of the department’s Team Operating Plan and to contribute effectively to strategic planning.

• To ensure the development of new approaches to teaching and learning in line with national developments and the needs of learners.

• To agree and monitor the performance objectives of direct line reports so that they contribute to the achievement of whole College targets.

• To maintain effective relationships with external organisations such as validating bodies, the Local Authority, universities, corporate clients, national development agencies and other appropriate organisations.

• To follow risk management and control systems particularly in income generating activities which fall within the post holder’s area of responsibility.

• To carry out the full range of duties of a manager and to carry out such other duties as may reasonably be decided from time to time by the Principal.

• To ensure that success rates on courses are maintained above national benchmarks and that there is continuous improvement in success rates that are not above benchmark.

• To line manage staff within the department including responsibility for their induction, appraisal and staff development, and ensuring that they comply with College procedures.

• To provide effective support for staff to ensure that they can fulfil their professional duties and meet the requirements of their job description.

• To ensure the quality of provision through the implementation of College quality systems and procedures.

• To ensure that learners receive effective support appropriate to their needs liaising with specialist staff within the College as required,

• To ensure that the curriculum gives learners access to the skills necessary to support their achievement, including access to Skills for Life,

• To work with staff within the department and with other colleagues to ensure that College systems of support and discipline are used rigorously in order to support learner retention and achievement.

• To manage resources in collaboration with Heads of Department and, within the department, including the deployment of staff and resources required for effective and innovative curriculum delivery.

• Perform any other duties as may be reasonably requested by the Principal.

• Participate in appraisal and professional development as appropriate.
• Carry out their duties with due regard to the College’s policies on equal opportunities, health and safety and quality assurance.

THIS JOB DESCRIPTION IS SUBJECT TO NEGOTIATION WITH THE POSTHOLDER, AND TO ANNUAL REVIEW

**Person Specification**

The following qualifications, qualities, skills and experience are considered necessary in this key post:

• An appropriate academic or professional vocational qualification at degree or higher degree level

• A teaching and/or assessors qualification

• Wide experience of delivering and managing apprenticeship frameworks

• Sound knowledge, understanding and experience of employer engagement and full cost provision

• Ability to lead major change and development as demonstrated by performance in previous positions

• Experience of effective performance improvement and quality assurance in delivering apprenticeships and full cost courses

• A sound understanding of the relevant qualifications frameworks and of a range of appropriate curriculum delivery methods

• The ability to set and achieve demanding performance targets and to effectively manage any identified underperformance.

• Interpersonal and communication skills of a high order which are applicable to a range of partners and of clients.

• The qualities of a team player; the ability to work flexibly and effectively as a member of the Curriculum and Learner Experience Group and to make a positive contribution to the corporate management of the College.

• Willingness to work variable hours when necessary to meet the requirements of the post.

• Proven ability to negotiate with, and influence, a variety of individuals and organisations.
**Attitudes - Essential**

- Commitment to the role of post-14 education and training in developing and improving people’s lives

- Sensitivity to the needs and expectations of individuals and to ensuring an appropriate level of responsiveness in all cases

- Determination to promote equality of opportunity throughout all aspects of College life, including employment and service delivery

- Commitment to ensuring a healthy and safe environment

- Commitment to continuous personal and institutional improvement

- Commitment to high professional and personal standards of work and of conduct
General Terms & Conditions for Apprenticeship Manager

Salary: Management spine C per annum inclusive of London Allowance.

Tenure: This post is offered on a full time permanent basis.

Hours: You will be expected to work such hours, including evenings, as are reasonably necessary for the proper performance of your duties and responsibilities, with a normal working week of 37 hours.

Annual leave: 35 days annual leave plus statutory bank holidays.

The College will award a non-contractual 3-5 efficiency days per annum.

Probation: Confirmation of appointment will be subject to satisfactory completion of a 9 month probationary period. During this period you will be expected to establish your suitability for the appointment.

Notice Period: The notice period for this post is three months.

Pension: Teaching staff are eligible to join the Teachers' Pension Scheme.

Staff Development: Staff are required to participate in reasonable arrangements for further training and development.