

JOB DESCRIPTION

|  |
| --- |
| **JOB TITLE: Head of Apprenticeships and Employer Engagement**  Sector/Section: **Apprenticeships**    Grade: **HOA**  Directly responsible to: **ASSISTANT PRINCIPAL CURRICULUM, EMPLOYER AND STUDENT SERVICES**  Direct report for: **Apprenticeships Officers and Employer Engagement Team** |

**PURPOSE OF JOB:**

* Champion and ensure the effective implementation of the Apprenticeship and Employer Engagement Strategy.
* To work with the Assistant Principal: Curriculum, Employer and Student Services to provide outstanding leadership of the College’s apprenticeship and employer engagement strategy, subcontractor compliance and systems and processes for all curriculum aspects.
* To explore, develop and introduce cutting edge teaching, learning and assessment in apprenticeship provision.
* To develop and work with sector partners to underpin rigorous quality standards in apprenticeships and work experience/ placements
* Contribute to the implementation, maintenance and improvement of the College’s quality assurance and improvement systems, addressing under performance and actively supporting a culture of continuous improvement through initiatives such as;
* Walkthrough and departmental deep dives
* Assessment reviews
* Curriculum area quality improvement reviews
* Self-assessment reports and self-evaluation documents
* Induction
* Continuous professional development sessions
* Driving an ethos of active, supportive teamwork and participation in decision-making throughout the College in relation to teaching, learning and assessment.
* Promoting excellence in behaviours and good conduct within the College and inspiring the commitment of staff, leading by example in learning within and outside of the classroom.

**MAIN RESPONSIBILITIES AND DUTIES:**

1. Assist the Assistant Principal: Curriculum, Employer and Student Services to strategically lead on strengthening the focus on work-based learning and curriculum, supporting the College’s ambitions around excellence in skills and position as leaders in the Greater Manchester Combined Authority’s further and higher education system.
2. Under the direction of the Assistant Principal: Curriculum, Employer and Student Services and Senior Management Team (SMT), lead on strategy to inform our approach to the quality of apprenticeships, curriculum and outcomes using insights and intelligence; and the development of a strong whole College approach by staying abreast of sector and industry best practice.
3. Participate as a full member of the College Management Team (CMT) to support and develop the vision for excellence in quality and the part this plays in contributing to the delivery of the College’s Strategic Plan.
4. To ensure the College is consistently up to date with all ESFA Apprenticeship reforms and implement the necessary changes timely and with high quality.
5. To have a comprehensive understanding of funding and performance rules to ensure compliance for internal and external auditing.
6. To be fully conversant in the delivery of apprenticeship provision and work with curriculum areas to support the design, delivery and assessment of apprenticeship programmes to meet area and employer needs.
7. To manage development, implementation and maintenance of apprenticeships to meet sector, employer needs and college targets.
8. To manage tracking of apprentices ensuring learning and assessment is outstanding and apprentices are retained, achieve and progress in a timely manner.
9. Provide support for curriculum managers and work-based tutors on all aspects of apprenticeship funding, compliance and contract management.
10. To lead on Apprenticeships in the College’s internal funding and performance meeting.
11. To be the operational lead for apprenticeships and work experience at the College during internal and external audit and OFSTED.
12. To support the senior team on apprenticeship target setting and re-profiling.
13. Ensure all subcontracting is managed effectively through effective contracting arrangements and notified to the appropriate bodies in a timely manner.
14. Lead on contracts for subcontractors to the College provision, which includes regular monitoring visits linked to agreed funding alteration.
15. Lead on compliance training at the College and support with this training at the University of Bolton to aid consistency across the group.
16. Lead local authority bids with the support of curriculum to support growth.
17. Support with ‘deep dive’ activities to ensure continuous improvement in apprenticeships and work experience.
18. Work closely with the College’s finance department and the employer engagement team to ensure employer payments and levy payments are accurate with data locks resolved timely.
19. Work closely with the finance department to ensure that employer incentive payments/grants are paid out timely and accurately.
20. Prepare high quality accurate reports to keep senior managers informed of achievement rates, funding positions and developments.
21. To lead on contracts from external agencies that requires the college to be a sub-contractor. Working closely with the curriculum ensuring contracts and funding are compliant to current ESFA rules.
22. Work closely with the Quality department to ensure the College is delivering high quality apprenticeships.
23. Work closely with MIS to ensure the college is compliant with ESFA regulations.
24. Deliver staff training – CPD events to disseminate apprenticeship changes, rules, compliance and quality.
25. To demonstrate high levels of professional practice, inspiring, motivating and influencing cross college teams and providing knowledgeable and innovative leadership.
26. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
27. Be aware of, and responsive to, the changing nature of the College and its context and adopt a flexible and pro-active approach to work.
28. To actively promote and embed equality, diversity and inclusion within the College.
29. To actively support all College policies, including the College’s Mission and strategic aims and ensure policies are supported by staff and students.
30. To actively contribute to the College’s safeguarding children and safeguarding vulnerable adult agenda.
31. Undertake all such other duties as may be required by the Principal.

**General**

1. Undertake such other duties as may be required by the Principal commensurate with the grade and nature of the post.
2. The post holder will be expected to comply with any rules and regulations, which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its learners and employees.
3. The post holder will be expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
   * In carrying out their duties the appointee must:
     + Comply with Health & Safety Regulations
   * Be aware of the College statement on Health & Safety
   * Ensure a safe working environment for all learners at all times
4. Comply with all College Personnel Policies and Procedures including equal opportunities.

**PHYSICAL CONDITIONS**

**Place of work**

The principal place of work will be the Corporations premises at the Deane Road site. However, the post holder may be required to work either on a temporary or an indefinite basis at any premises at which it may from time to time provide services.

It is not envisaged that you will work outside the UK for more than one month at any one time. If in the unlikely event that circumstances change so that it becomes necessary, this will be discussed fully with you.

**Working Hours**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, with a minimum of 37 hours per week. The post holder may from time to time be required to work a Saturday or a Sunday, in which case time off in lieu will be given during the normal working week.

**Probationary Period**

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving written notice of one month.

In the interest of Health and Safety smoking is not allowed on any College site.

**Appraisal**

The post holder will be required to participate in a staff appraisal scheme by the Corporation.

|  |
| --- |
| **JOB DESCRIPTION PREPARED BY: Assistant Principal for Curriculum, Employer and Student Services**  **DATE: September 2022** |