



Job Description

Post Title: Apprenticeship Manager

Pay Scale: Grade 7

Responsible to: SCITT Director

Main Purpose of the Post:

- To manage the apprenticeship programmes delivered by the trust to ensure they are of high quality, cost efficient and viable cohorts to meet the needs of the trust and the wider region.

Principal Accountabilities:

- To promote and safeguard the welfare of children, young people and/or vulnerable adults.
- Deliver quality training to ensure the section meets its retention and achievement targets.
- Contribute to the annual cycle of self-assessment and continuous improvement in accordance with current Ofsted guidelines and the common inspection framework.
- Ensure that the vocational area provides a high quality and efficient service which meets the needs of learners and makes full and proper use of available resources in accordance with funding body contracts and awarding body requirements.
- Organise the control of resources to ensure all stock and equipment is secure, serviceable and regularly accounted for.
- Teach, Train, supervise and develop learners to ensure their working practices meet with approved standards in order that they gain nationally recognized qualifications and the skills and expertise that will enable them to enhance their employment prospects.
- Undertake and supervise assessment of learners as specified by the relevant awarding bodies and monitor and review learner's progress, providing support guidance and counselling as appropriate.
- Supervise and control the recruitment of learners, undertake initial assessment to identify additional learning needs and assist in the development and implementation of vocational and non- vocational training.
- Maintain training records for all learners and ensure these records meet the requirements of examining bodies, the Trust and the Funding Bodies.
- Undertake other administrative tasks to support the Academy upon request.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- Able to work as part of a team and use own initiative.
- Efficient and effective organisation, prioritisation and time-keeping skills.
- First aid qualification.
- Effective communication skills.
- Effective administrative skills and previous experience working in an office/school environment.
- Effective IT skills and experience in the use of Microsoft Office packages.
- Able to work in a challenging environment and meet deadlines.
- Knowledge of strategies which help and promote good behaviour and discipline.
- Vocationally competent and qualified to at least NVQ 3 standard (or equivalent) in required vocational area
- Possession of or working toward (within 6 months of commencing employment) an appropriate teaching qualification at level 3 (or equivalent) and assessing award at level 3 (or equivalent).
- Possession of a relevant maths, English & I.T. qualification at level 2 (or equivalent)

Creativity and Innovation:

- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.
- Develop and implement systems to promote the apprenticeship programmes.
- Motivate stakeholders to engage with the Trust apprentice programmes.

Decision-Making:**Discretion:**

- Manage own workload to ensure effective service delivery.
- Use discretion when to seek advice from line management in relation to identified safeguarding concerns.
- Respond to on the spot incidents requiring immediate attention/decision on and off the premises and/or without direct contact with a Senior Member of Trust staff.

Consequences:

- Positive impact on the number of participants on the apprentice programmes.
- Positive impact on the quality of education offered to apprentices.

Contacts and Relations:

- Contact on a daily basis with the Executive Principal, Trust Staff and Stakeholders for the exchange of information.
- Contact on a daily basis with learners and employers to offer support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with external agencies to represent Academy at meetings and signposting.

Responsibility for Resources:**Working Environment:****Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.

Physical Demands:

- Work will require normal physical effort.

Working Conditions:

- Work will be undertaken in an office/school environment with visits in the employers involving challenging and confrontational circumstances.

Work Context:

- Work is undertaken in an office/school environment with visits in the employee/training site.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature