| **Job Details** | July 2022 |
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| **Job Title** | Apprenticeship Manager |
| **Reporting to**  | MS |
| **Direct Reports** | Yes (TBC) |
| **Location** | Unit 6 J Shed, King’s Road, Swansea, SA1 8PL |
| **Hours of Work** | 8.30am – 4:30pmThe standard hours will be 37.5 per week but the nature of the role will, on occasions, require working in excess of these hours to ensure core objectives are achieved. This may include evening and weekend work. |

| **Purpose of Job / Company Values** |  |
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| To lead the development and delivery of the IT apprenticeship suite for Aspire 2Be. To manage a vocational team delivering the full apprenticeship framework within a Work Based Learning (WBL) environment, fully compliant to Welsh Government requirements and quality standards. To lead, manage and drive the achievement of the business objectives set out in the business plan. Responsible for learners working within a range of subject areas, leading on innovative delivery models that genuinely meet the needs of both learners and employers.Supporting business development to build effective relationships with key employers and ensuring timely induction of new apprentices onto programmes.To performance manage, coordinate and deploy staff. Manage vocational teams to a high standard and embed a strong team spirit to promote sharing of best practice and areas of excellence. |

| **Key Responsibilities / Accountabilities**  |  |
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| * Lead the development of an innovative approach to IT apprenticeship delivery across Wales and England
* Contribute to the development of the overall IT apprenticeship strategy, phasing new apprenticeships over a 12 month period
* Identify, design, and develop the apprenticeship offering,
* Contribute to the marketing plan and offer insight into an effective RTM strategy.
* Full responsibility for the performance of your team against clear company KPIs.
* Collaborate with Educ8 colleagues to ensure there is a clear and efficient pathway for apprenticeship facilitation.
* Support the needs of internal and external quality assurance activity, including Awarding Body management and compliance and ad-hoc quality assurance activity
* Manage the apprenticeship journey from recruitment to completion of framework.
* Monitor and evaluate learner tracking and operational systems to ensure timely completion of programmes
* Strive for optimum delivery at all times
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* Achieve agreed team targets in line with the company’s vision and values
* Actively manage teams’ caseloads in line with planned in learning contract number
* Effective line management of team to include regular one to one performance review meetings, effective annual appraisals, managing underperformance within vocational team in line with company procedures
* Ensure compliance to systems and processes mitigating audit risk from fund holders
* Collect, evaluate and implement interventions to respond to vocational team, learner and employer enquiries
* Work in partnership with other managers to ensure effective, timely development and delivery of learning programmes within Work Based Learning (WBL)
* Working in collaboration with all other departments to ensure effective relationships are maintained with external partners/associates/stakeholders
* Ensure that staff within the team are kept up-to-date with companywide and external issues
* Represent Aspire 2Be on a range of cross departmental working groups and at internal and external meetings
* Possess a commitment to continued professional development and a willingness to explore opportunities for further development
* Elements of the role may involve working with adults at risk, children and young people in an educational setting.
* Reviewing the safeguarding and wellbeing of learners and escalating through the appropriate process where required.
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| **Personal Qualities** |  |
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| * Ability to promote the Company values and behaviours and lead by example
* Ability to express ideas succinctly and clearly, both verbally and in written work
* Passionate about achieving high levels of excellence in education, learning and development
* Able to demonstrate a clear commitment to high standards and the ability to drive continuous improvement
* Highly professional and motivated with high levels of commitment and confidentiality
* Self-motivated, with the ability to work proactively using own initiative
* Ability to establish good working relationships with a wide range of people
* Ability to prioritise work and manage competing demands
* Ability to work as part of a team
* Able to effectively manage a team
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| **Essential Criteria** |  |
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| * Knowledge of curriculum design and delivery experience
* Demonstrable commitment to equality inclusion and diversity
* Ability to deliver under pressure and to work to tight deadlines
* Quick to interpret data sets, analyse, assess and make recommendations
* Considerable/proven experience of assessing/tutoring vocational qualifications
* Assessing and/or verifying qualification (e.g. A1/V1/TAQA)
* Occupational competence for the specialised vocational areas
* Ability to react flexibly under pressure and to work to tight deadlines
* Demonstrable commitment to equality, diversity and inclusion
* Proven experience of using digital technologies to promote teaching and learning.
* Strong administration ability with a keen eye for detail
* Highly organised and punctual
* Digitally competent and confident
* Suitable to work with adults at risk, children and young people
* Full driving licence, own vehicle and willing to travel across South Wales
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| **Desirable Criteria** |  |
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| * IT apprenticeship management experience
* Knowledge of the IT apprenticeship framework and requirements
* Knowledge of Welsh Government WBL contract specifications
* Knowledge and understanding of the Professional Standards for Worked Based Learning Practitioners in Wales
* Level 4 ILM management qualification or equivalent
* Occupational competence within the education and skills sector
* Demonstrable experience of partnership working with a range of organisations
* Experience of contributing, supporting and complying with all contract requirements and corporate strategies including but not restricted to: Health & Safety Code of Practice, Contract & Audit requirements, Awarding Body requirements, ESTYN, OFSTED, Information Security Requirements and Safeguarding
* Coaching qualification desirable
* Ability to speak Welsh desirable
* PGCE or equivalent desirable
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| **Key Technologies** |  |
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| Office 365Educ8’s preferred MIS reporting systems, Team8, Outlook, SharePoint, OneDrive, Edge, E-learning Portfolio |

| **Key Relationships** |  |
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| **Internal** | Directors, SLT, Team Leaders, Recruiters, CAM’s, Trainer Coaches, Curriculum Development, MIS team |
| **External**  | Employers and learners, NTWF, Awarding Organisations, ESTYN, Welsh Government, and other Stakeholders |