



Job Description:

Apprenticeship Manager



Apprenticeship Manager

REF: BD0010-763

This Appointment:

The Apprenticeship Manager is a key managerial and operational role with the College's Apprenticeship provision. This role will be accountable in conjunction with Director of Curriculum - Apprenticeship and Skills for apprenticeship performance and quality.

The post-holder will be responsible for the management and operational oversight of the apprenticeship provision, including line-management of the apprenticeship delivery team, management of resources, implementation and tracking of quality processes and performance of the teams.

The post-holder will have the assist with the implementation and development of an innovative curriculum which responds to local and national skills needs. Alongside curriculum leadership, the successful candidate will have either a teaching or assessing allocation as appropriate to their vocational area or experience.

Responsible to:

The postholder is responsible to the Director of Curriculum - Apprenticeships and Skills.

The Post:

The responsibilities of the Apprenticeship Manager include, but are not confined to:

- To lead a culture for teaching and learning that is innovative, exciting and supportive, focused on progress and the pursuit of excellence through continuous improvement.
- To embed the College values to both staff and students creating a positive and supportive environment.
- To ensure that the planned College learning programmes meet key quality targets for student outcomes.
- To ensure that significant progress is attained from students starting points resulting in outstanding achievements.
- To seek and respond to opportunities for partnership and collaboration with external bodies and employers, ensuring that the Curriculum teams contribute to marketing and promotional activities.
- To ensure that there is compliance with quality assurance, financial regulations and other College procedures.

- To undertake other duties commensurate with the post, including cross-college duties which may, from time to time, be assigned by the DoCAS.

Main Duties:

- To oversee the effective delivery of programme in the directorate.
- To lead, initiate and oversee curriculum development within all areas.
- To work with Heads of Division to provide a comprehensive cross-college learning programmes with pathways for progression.
- Assist, the Employer Relations Team with the Employer Relations Manager and to develop employer-facing provision, apprenticeships pipeline and partnerships.
- To oversee the apprenticeship programme approval process, including business cases for new provision.
- To implement the College quality systems and oversee year on year improvement.
- To work proactively to ensure continuous improvement in student progress, retention, and achievement.
- To manage the performance of apprenticeship provision to ensure targets are agreed, monitored, and met.
- To monitor programme, caseloads and staff schedules to ensure they are efficient, accurate and user friendly for learners.
- To manage and report on the effective utilisation of staff.
- Liaise closely with CMT and SLT to ensure good management and communication regarding common areas.
- To actively promote the College's Equality and Diversity and Safeguarding policies.

1. Recruitment

- Work with apprenticeship delivery and employer liaison team to recruit and interview students.
- Provide effective Information, advice and guidance and recruit with integrity, Sign Up & Enrolment, Organise induction activities, Liaise with Student Records to ensure all sign up requirements are met.

2. Course Organisation and Management

- Line Manage Apprenticeship Delivery Team.

- Assist the DoCAS in the apprenticeship provision business planning process course delivery plans.
- Ensure the Apprenticeship Delivery Team are fully utilizing OneFile to track and monitor apprentice performance.
- Identify apprenticeship delivery hours.
- Identify course team members / allocate Performance Coach workloads.
- Chair Performance Coach team meetings and produce minutes.
- Work with the Performance Coach team to produce schemes of learning and course overview.
- Identification of additionalities / additional training.
- Validation of data.
- Identify resource requirements.
- Planning extra curricula activities / opportunities for apprentices.
- Liaising with employers in conjunction with the employer liaison manager.
- Monitor with the HoD health and safety issues.

3. Quality

- Chair and manage the programme quality meetings / case load performance boards.
- Liaise with EQAs and college quality nominee to ensure effective and clean bill of health in quality visits.
- Produce and monitor any action plans.
- Monitor progress towards Charter Commitment.
- Assist the DoCAS to produce the programme reviews and Apprenticeship provision SAR.
- Maintenance of apprenticeship portfolio / offer.

4. Assessment

- Production of assessment schedule.
- Liaison with exams to ensure all students are registered with the correct awarding body.
- Manage the assessment process including EPAs.
- Liaise with the Internal Verifier and External Verifiers.

5. Curriculum Development

- Lead the in the development of new apprenticeships including the new programme approval process.
- Liaise with external agencies.

6. Promotion and Marketing

- Production and updating of apprenticeship literature.
- Attendance at promotional events.
- Build and maintain positive relationships with employers.

The scope of this post reflects the needs of the College at the present time; it is not exhaustive. The post-holder will therefore be expected to work flexibly and to undertake other duties as may, from time to time be reasonably allocated by the line manager. The post will be subject to continuous review as the needs and requirements of the College change over time.

The College actively supports continuous professional development (this includes commercial and industrial updating) of all its staff. Managers are encouraged to actively participate in cross college groups and working parties and represent the College in external partnerships.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

Please note that shortlisting criteria will relate to the specifications outlined below. The selection panel will identify interview candidates through judgements made in relation to the level of skills and experience demonstrated in the application procedure commensurate with the level of expertise and responsibility required by the post.

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of a Degree or Equivalent	E	A
Possession of a Teaching Certificate	E	A
Possession of Performance Coach and Verifier Awards	E	A
Possession of a Management Qualification	D	A
Experience		
At least 3 years teaching experience, preferably in an Apprenticeship curriculum area	E	A

At least 2 years experience in successfully managing an apprenticeship department or large programme area	D	A
Proven ability to improve student outcomes	E	I/AS
In depth knowledge of using OneFile	E	I/A

Knowledge, Skills and Attributes		
Energy and ambition to drive forward innovation and change to improve retention, achievement and high grades	E	I
Excellent organisational and time management skills	E	I
Ability to motivate staff and improve and maintain morale.	E	I
Ability to effectively manage resources	E	I
Ability to communicate effectively with all staff	E	I/AS
Ability to maximise people's potential to raise standards	E	I
Ability to use IT as a management tool	E	I
Ability to plan strategically	E	I
Proven track record of driving forward and improving performance and quality of education	E	I
Knowledge of funding in relation to maximising the provision offered	E	I
Awareness of student support issues and equal opportunities.	E	I
Ability to demonstrate a commitment to the College's core values	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£40,518.00 per annum

Summary of Terms and Conditions of Employment:

The post is offered under the Southport Education Group Managers' contract, which stipulates a minimum working week of 35 hours.

Please note, all College Managers are expected to act as Evening Duty Principal as required. The postholder will be required to work occasional evenings and weekends therefore must be flexible.

The post will have a teaching commitment which will be reviewed annually.

The postholder will be entitled to receive normal remuneration for all Bank and Public Holidays usually observed in England and Wales and to a further 41 days holiday in each holiday year (1 September – 31 August). The College may also close for a number of days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College, the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The post holder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS), will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

The College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk.

Timetable for Appointment:

Deadline for receipt of applications: Thursday 15th May 2025 (10:00am)

Interviews will be held: Within one month of closing date

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

