

Job Description

Job title: Head of Apprenticeships

Reports to: Chief Financial Officer

Location: LAT Apprenticeships

Duties and Responsibilities of the Head of Apprenticeships

- Identify and raise awareness of LAT Apprenticeships at a strategic level, spotting and leveraging unique opportunities for department-business collaboration;
- Lead partnership activity to deliver real benefit to a range of organisations, including large companies, SMEs, public and third sectors;
- Champion business engagement, demonstrate the opportunities and rewards to departments and academies to gain their buy-in; shape business cases and respond to client requirements;
- Lead and manage external inspections e.g. Ofsted, ESFA, professional body accreditation
- To lead and work with Programme Leads and Apprenticeships Centre Manager in the preparation for Ofsted and other inspections;
- To collaborate actively with Executives, Principals and other colleagues across the Trust on joint initiatives, projects and strategies to ensure a consistent and coordinated approach to the development of high standards in apprenticeships;
- To participate in development projects as required which enable LAT Apprenticeships to develop and share best practice across the Trust and externally and maintain a high profile within the Apprenticeship sector; and
- Lead on successful applications linked to apprenticeship provision and delivery. For example, tenders, applying for external funding, renewal of the Trust's RoATP application, in order to grow the apprenticeship delivery.

Quality

- Lead on maximising satisfaction of apprentices and their employers;
- Continually evaluate performance and make appropriate changes to deliver LAT Apprenticeships' and the Trust's strategic aims and KPIs;
- To monitor the outcome from LAT Apprenticeships quality assurance systems, and identify and develop, in conjunction with the appropriate Programme Leads, the actions necessary for improvement of teaching, learning and assessment (TLA) practices;
- Maintain and monitor Key Performance Indicators to drive quality improvement strategies, reporting to the governing Board on a quarterly basis;
- To monitor progress towards meeting targets set out in the QIP;
- Lead on managing, embedding and monitoring existing and developing quality assurance and self-inspection systems including self-assessment, internal inspections, course & curriculum reviews and observations of teaching and learning, identify improvement strategies as necessary;
- Working with the Apprenticeships Centre Manager, be responsible for undertaking analysis of quality assurance outcomes and learner achievement rates and develop strategies which will result in measurable improvement;
- Lead the implementation of outstanding Safeguarding practice (including health, safety and welfare) across LAT Apprenticeship and the wider team, in liaison with staff with designated responsibilities for Safeguarding; and
- Monitor Government policy and Institute for Apprenticeships & Technical Education (IfATE) updates relating to apprenticeship delivery.

Teaching, Learning & Professional Development

- Provide direction and support to create a climate that not only achieves its targets, but also fosters cross department working and collaboration;
- To be responsible for the development, coordination, implementation and impact monitoring of an effective professional development programme, in close consultation with the Programme Leads;
- To develop and implement an e-learning strategy, monitoring its impact on TLA, ensuring e-systems such as BKSB, OneFile, Google Classrooms are fit for purpose, reviewed and updated periodically to improve the users' experience and enhance teaching, learning and assessment, as part of the continuous improvement process;
- To coach, mentor and support the Programme Leads and other teaching staff in the development of their teaching strategies and skills;
- To support the Programme Leads in producing course and curriculum self-assessment and provide training to Ofsted standards in formal observations and walk-through activity, undertaking joint and peer observations with tutors/assessors and moderating judgements;
- Work with the Trust and Programme Leads to develop high impact CPD that delivers excellent teaching, learning and assessment across the portfolio;

Resources

- To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role, including financial, human and physical resources;
- Manage allocated apprenticeship operations within the set budget.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the

contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

A = Application/CV

I = Interview

Qualifications and Training			
Essential	How tested	Desirable	How tested
Bachelor's degree or higher	A	Health and Safety Qualification (IOSH, COSHH)	A
Teaching qualification e.g. PGCE, Cert. Ed. Level 2 Maths & English qualifications at Grade C or above	A A	Internal Quality Assurance qualification (D34/V1) Management qualification at L3 or higher	A A
Evidence of recent professional development	A		
Previous Experience			
Leading and managing a team within an apprenticeship setting	A I	Undertaking observations of teaching, learning and assessment	A I
Engaging and influencing external stakeholders	A I	Development and delivering online education programmes	A I
Designing, developing and implementing innovative new apprenticeship programmes	A I	Managing ESFA funded apprenticeship provision including experience of audit processes	A
Leading and managing a provision that is subject to external inspections/reviews i.e. Ofsted, ESFA with a successful track record	A I		
Successfully leading quality improvement programmes covering TLA	A I		

Undertaking self-assessment/evaluation processes and related quality improvement planning activity	A I		
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Skills, Knowledge and aptitudes

Highly developed communication, external liaison and networking skills	A I	Knowledge of apprenticeship funding methodologies and funding rule requirements	A
Knowledge of current government policy and developments relating to apprenticeships	A I	Experience in writing successful tenders/grants	A
Ability to analyse, solve problems and implement change with a successful track record.	A I	Experience in delivery of Kick Start programmes	A
Monitoring team performance against targets/KPIs	A I		
Ability to manage budgets and meet financial targets	A I		
Knowledge of Safeguarding and Prevent Duty requirements	A I		
Ability to work to deadlines and manage competing priorities, in a pressurised environment Ability to work flexibly and adapt readily to changing circumstances	A I A I		

Other or specific requirements

Ability and flexibility to travel as required in relation to the job role - specifically, a car owner and driver with valid licence.