

Job Description	
Job Title	Apprenticeship Manager – Professional Business Services and Childcare
Main Purpose	To lead the Area's Apprenticeship provision and be accountable for the performance of the curricula by managing the staff, resources and processes needed for effective delivery.
Line Manager	Head of Work-Based Apprenticeships
Responsible for	Assistant Apprenticeship Manager, Training Consultants; Lead IQA
Date Job Description Agreed	15 th May 2025

MAIN DUTIES
<ol style="list-style-type: none"> 1. Manage the Area's Apprenticeship curricula and be accountable for: <ol style="list-style-type: none"> a. The business and curriculum plans, including the achievement of targets against a range of KPIs; b. Effective deployment, utilisation and performance of staff; c. The achievement, completion, retention, pass rates and destinations of learners; d. Overseeing the development and improvement in the quality of teaching, learning and assessment; 2. Oversee an Apprenticeship portfolio that is clear and coherent and leads to consistency of delivery across all of the Area's provision, including that delivered outside the north east; 3. Lead the planning of the Area's Apprenticeship curricula by making recommendations on developments in apprenticeships that match the college's strategy, and that meet local, regional and national priorities; 4. Engage employers in the curriculum design of programmes in order to provide learners and apprentices with contextualised programmes that prepare them for skilled employment; 5. Identify opportunities for the expansion of provision to grow and enhance the college's Apprenticeship offer; 6. Ensure the timely and effective implementation of quality assurance across the offer and monitor coherent methods to improve achievement; 7. Contribute to the continual development of learning technologies that improve the curricula, including the production of resources and learning materials;

8. Manage the processes by which the college ensures compliance with the funding agencies' standards of performance, including planning for off the job training;
9. Ensure apprentices requiring additional support in Maths and English receive the specialised support necessary to achieve their Functional Skills qualifications;
10. Lead and inspire a team of delivery staff to achieve excellence, to develop their practice, and to conduct themselves with integrity and purpose for the benefit of their learners;
11. Be accountable for continuous improvement including producing self-assessment reports (SAR) and quality improvement plans (QIP);
12. Promote and manage healthy and safe working practices within the area, ensuring that risk assessments are appropriate and up to date.

Corporate Responsibilities:

13. make a significant contribution to the overall management of Derwentside College;
14. support and participate in talent management and development experience;
15. effectively communicate strategy, plans and actions to inspire and motivate teams and individuals;
16. represent the College within the areas of responsibility in the absence of your line manager;
17. promoting the College's core values, strategic objectives, operational targets and business activities – and supporting the implementation of its plans, policies and procedures;
18. uphold high standards of professional conduct and practice;
19. safeguard, Prevent and promoting the welfare of children, young people and vulnerable adults;
20. implement and monitor quality assurance procedures appropriate to the post-holder's area of accountability in order to secure compliance with the College's quality assurance system;
21. seek to enhance co-operative working relationships, the quality of service provision, and the level of customer satisfaction;
22. keep up-to-date with the major developments relevant to the post;
23. use those IT packages and systems available for the rapid and efficient completion of work tasks;
24. implement and monitor health and safety standards and procedures within the post-holder's area of accountability in order to secure compliance with statutory requirements, HSE recommendations, and the College's health and safety policy;
25. demonstrate commitment to the principles of equality of opportunity and treatment, taking appropriate action in order to secure compliance with statutory requirements and the College's equal opportunities policies;
26. meet agreed personal performance targets;
27. participate in staff training and undertaking appropriate personal professional development;

28. attend (and, where appropriate, chair) working parties, task groups and team meetings, as directed;
29. undertake other appropriate activities as may reasonably be required.

Person Specification		
Job Title	Apprenticeship Manager (Professional Business Services and Childcare)	
Main Purpose	To lead the Area's Apprenticeship provision and be accountable for the performance of the curricula by managing the staff, resources and processes needed for effective delivery.	
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Teaching/Assessing qualification Leadership and management qualification or equivalent leadership and management experience 	<ul style="list-style-type: none"> Degree in a relevant subject
Experience	<ul style="list-style-type: none"> of apprenticeships in an FE context of the development of effective quality assurance processes relevant to the experience of learners and apprentices of leading a team towards the achievement of specific targets of budget and resource management of a significant and regular involvement in curriculum development, including the design and delivery of imaginative and innovative teaching and learning methods of the provision of tailored guidance and support related to the individual needs of learners of working with external agencies of making a positive contribution to raising levels of learner participation, retention and achievement of Ofsted inspection 	
Skills and abilities	<ul style="list-style-type: none"> to plan and manage operational activities in a strategic context in order to meet curriculum area targets to manage staff deployment and time-tabling imaginatively, efficiently and flexibly 	<ul style="list-style-type: none"> to use Microsoft Office

	<ul style="list-style-type: none"> • to set challenging, achievable and measurable targets for individuals and for groups – monitoring and managing performance against these targets • to analyse, understand and manage complex data and information as a basis for performance monitoring & decision making • to communicate clearly and concisely (both orally and in writing) – presenting detailed information accurately and complex arguments persuasively • to develop positive and professional relationships which generate mutual confidence, respect and trust • to deploy a range of leadership and management techniques that initiate innovation, drive up performance and support continuous improvement • to conduct effective meetings and interviews • to use IT packages and systems • to manage budgets and resources • to plan and prioritise personal workload effectively, acting on their own initiative and ensuring that deadlines are met • to inspire, energise and enthuse both learners and colleagues 	
Knowledge and understanding	<ul style="list-style-type: none"> • of current key national and regional priorities for education and training • of educational theory, teaching and assessment methodologies, and the characteristics of effective learning strategies • of individual target setting as a strategy for raising learner aspiration and achievement • of the implications of learner-centred approaches in the planning and delivery of teaching and learning support 	
Personal qualities	<ul style="list-style-type: none"> • a practical, resourceful and imaginative response to problem solving • a distinct and credible personal presence • a determination to be successful • an eagerness to embrace change 	

	<ul style="list-style-type: none"> • a customer-focused, financially-aware and cost-conscious outlook • a genuine commitment to educational values • a determination to create a culture focused on the success of learners • a readiness to adapt to changing circumstances and new ideas • intellectual rigour and independence of mind • excellent judgement 	
Other requirements	<ul style="list-style-type: none"> • a demonstrable commitment to equal opportunities and diversity, and to the safeguarding of young people and vulnerable adults • evidence of successful and relevant continuing professional development • full UK driving licence and access to a vehicle for business use (or access to equivalent mobility) 	<ul style="list-style-type: none"> •