

| Apprenticeship Manager | |
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| Reporting to: | Director of Business Services and Apprenticeships |
| Working hours: | Full time (37.5 per week) |
| Salary: | M2 (£41,909-47,217) |
| Annual leave: | 26 electable days, 8 statutory days, and up to 5 efficiency closure days at Christmas |

Job Purpose:

The postholder will oversee all aspects of the College's apprenticeship offer, from onboarding through to completion, ensuring excellent outcomes for apprentices and employers. The postholder will work with delivery and support teams across the College to ensure funding compliance, alignment between on and off the job training, and tracking of progress through to timely completion and future destination. The postholder will work closely with internal and external quality assurance staff to maintain our high standards and strong industry presence.

Duties and responsibilities of the job

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| a | Support the efficiency of enrolment and apprentice preboarding. |
| b | Manage and monitor apprentice progress through the full programme life cycle. |
| c | Oversee accuracy and compliance of apprenticeship gateway submissions. |
| d | With the MIS team, monitor compliance of all areas of the apprenticeship funding process and continue development of the apprenticeship data dashboard to manage KPI progress. |
| e | Work closely with Directors and Curriculum Managers to align programme models with delivery, meet needs of employers and apprentices, and update/develop programmes where needed. |
| f | Develop and maintain collaborative and positive relationships with curriculum teams. |
| g | Deliver training and support around provision of outstanding apprenticeship experiences. |

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| h | Hold responsibility for cross-college apprenticeship meetings. |
| i | Liaising with curriculum teams, monitor monthly apprentice progress reports, including identification of any concerns and implementing improvement strategies. |
| j | Manage the e-portfolio, ensuring that it is fit for purpose for all stakeholders, and monitor its use in quality, consistency and reporting and that staff and students are trained in how to use it efficiently as a communication and developmental tool. |
| k | Oversee maintenance and updates on Teams and SharePoint to ensure accurate information and applicable examples of good practice are readily available. |
| l | Work collaboratively with other teams, including but not exclusive to Business Services, Student Records, Marketing and Teaching/Learning/Quality. In doing so, ensure that all areas of recruitment, retention, progress and delivery are aligned across the college and that teams are well-positioned and hold the right information to promote the opportunities that are available at Plumpton College. |

Continuous Professional Development

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| a | Participate in staff development and training activities to support Continuous Professional Development (CPD). |
| b | Maintain an up-to-date Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| c | Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the student experience. |
| d | Show enthusiasm for learning about new developments and updates within the apprenticeships domain and be willing to share good practice with others. |

Other responsibilities and duties

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| a | Attend Plumpton College events such as shows and awards ceremonies, assisting cross-college teams. This may include weekend days or weekday evenings. |
| b | Undertake any other reasonable duties from time to time, commensurate with the grade of the post as requested by the Senior Management Team or Principal. |

College Values - at Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

| Essential criteria |
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| Experience of delivering and/or managing apprenticeship programmes. |
| Knowledge and understanding of apprenticeship standards including EPA, IQA, and EQA requirements. |
| Knowledge of funding in Apprenticeships. |
| A full Level 3 qualification (or equivalent experience) in IT, Customer Service, Business Administration, or otherwise relevant subject. |
| GCSE English & Maths at grade C minimum (or equivalent e.g. Level 3 functional skills). |
| Demonstrable experience of managing and developing administrative processes to ensure high quality service delivery. |
| Demonstrable experience of managing and / or leading a successful team. |
| Excellent IT skills including a familiarity with MS Office and educational databases. |
| Strong analytical skills with the ability to comprehend and effectively summarise complex information. |
| Excellent communication and interpersonal skills, able to present ideas and communicate information confidently and effectively. |
| Possess strong organisational skills, ability to work independently, prioritise tasks effectively, and influence internal/external teams and stakeholders. |
| A self-motivated, positive, and pro-active attitude who is able to work effectively as part of a team, with the ability to deal with problematic situations. |
| Experience of working with ProSuite and e-portfolios. |

| Desirable criteria |
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| Experience of working with Awarding Organisations for registrations, queries, and claims. |
| Knowledge of one or more of the subject areas taught at Plumpton College. |
| Knowledge of GDPR and Safeguarding issues. |

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08:30hrs to 17:00hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support department and whole College events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays, and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Other benefits include a Cycle to Work Scheme, Employee Assistance Programme, staff discounts, and competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation, or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.