

**Job Description** – Programme Manager Construction (Apprenticeship Provision)

Role Title: <b>Programme Manager Construction</b>	Salary: <b>£40,981 - £43,226</b>
Normal Place of Work: <b>Multi Site</b>	Line Manager: <b>Lucy Clarke</b>
Normal Working Hours: <b>37 Hours per week</b>	Responsible For: <b>Trainer Team Apprenticeships</b>

**Purpose of role**

As the Programme Manager, your role will be to provide leadership in planning and managing all activities related to the successful delivery of our portfolio of Apprentice programmes. By working in collaboration with other Programme Managers and the Head of the Department, you will take ownership of the smooth running and continuous improvement of the department. This is an opportunity to be involved in developing and adapting provisions to meet current industrial requirements, ensuring that training content, skills, and competencies reflect the latest industry demands and expectations of our students.

**Our Approach**

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.

- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

### College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

What will the job entail?

- Working closely with the Head of Department to support and guide staff delivering designated programs. This involves monitoring their well-being and helping ensure performance aligns with agreed standards. Regular appraisals, team meetings, one-on-ones, and open communication with both full-time and part-time lecturers and trainers will be key.
- Taking a supportive leadership role, thoughtfully planning and coordinating all activities to ensure a smooth, successful delivery of the agreed portfolio of apprenticeship programmes.
- Ensuring a positive learning experience for students in designated programmes, striving to maximize attendance, retention, achievement, and progression.
- Enhancing quality by engaging in activities like lesson observations, learning walks, and contributing to the annual Self-Assessment process, helping to create an inspiring and supportive learning environment.
- Working in partnership with the English and Maths team to seamlessly integrate English and Maths, making these subjects a natural and essential part of the apprenticeship experience.
- Collaborating with key staff members, including those in Student Services, Safeguarding, Marketing, and MIS, to support the success of the programmes.
- Actively support quality improvement efforts, including WBL learning walks and the annual Self-Assessment process, helping enhance the overall learning experience.
- Liaise with key staff supporting the success of programmes, including Student Services, Safeguarding, Marketing, Apprentice Recruitment and MIS colleagues.
- Keeping everyone updated on the learners' progress, ensuring a smooth and supportive experience for all.
- Taking the lead in ensuring IQA activities are completed on time, following College and Awarding Organisations' policies. This involves working seamlessly with the Quality Team to prepare for and carry out EQA sampling activities, ensuring everything flows smoothly and effectively.
- Being approachable point of contact for any inquiries about the designated programs, guiding and sharing updates on the progress of learners with a caring and supportive approach.

**Who will I work with?**

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Trainer Team	Whole team approach that ensure that continuity across standards and KPI's.
Apprentice recruitment	Work with team to ensure that curriculum plan is met and no over recruitment takes place. Work with Onsite and JTL to ensure that expectations are met.
Head of Department	Report to HOD during 121s the progress being made and actions taken to improve where needed.

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- To participate in the Duty Manager rota when scheduled
- Undertaking other reasonable duties commensurate with the level of your post.

*Person Specification*

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

Essential	Desirable
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<b>Qualifications</b>		
Relevant professional or industry certifications.	✓	
Assessor Qualification	✓	
Qualification in education or a related field or willing to work towards one. Level 5		✓
IQA Qualification or willing to work towards one	✓	
<b>Knowledge and Experience</b>		
Proven experience in a leadership or managerial role within an educational setting.		✓
Experience in teaching or training within Further Education (FE).	✓	
Experience in staff management, including conducting appraisals and managing performance.		✓
In-depth knowledge of FE sector policies, procedures, and best practices.		✓
Understanding of quality assurance processes, including lesson observations and self-assessment.	✓	
Awareness of safeguarding and health and safety regulations within an educational context.		✓
Experience in conducting and leading Internal Quality Assurance (IQA) activities.	✓	
Experience in working with awarding bodies and preparing for External Quality Assurance (EQA) sampling activities.	✓	
<b>Skills and Abilities</b>		
Strong leadership and management skills with the ability to inspire and motivate staff.	✓	
Excellent organisational and planning skills.	✓	
Strong interpersonal and communication skills, both written and verbal.	✓	
Competence in using educational technology and administrative systems.		✓
Ability to innovate and implement changes effectively within an educational setting.	✓	
Competence in handling complex administrative processes related to course delivery.	✓	
Ambitious and driven with high expectations for all students and staff.	✓	
Ability to act as a role model and informal mentor, demonstrating best practices in teaching and classroom management.	✓	
Ability to work collaboratively with colleagues, students, and external partners.	✓	
High level of integrity, honesty, and respect in all professional activities.	✓	
Commitment to continuous professional development and reflective practice.	✓	
Proven ability to manage and oversee the delivery of teaching programs to ensure high standards.	✓	

**Job Description and Person Specification**



Ability to monitor and improve student attendance, retention, achievement, and progression.	✓	
Experience in embedding English and Maths into vocational courses.	✓	