

## Role Description

<b>Role Title: Program Manager (Apprenticeships)</b>	<b>Pay Grade: £40,981.00 – £43,226.00</b>
<b>Normal Place of Work: SBSA/AEC/Parkway</b>	<b>Line Manager: Head of Apprenticeships</b>
<b>Normal Working Hours: 37</b>	<b>Responsible For: Program deliver team</b>

### ROLE PURPOSE

- Provide leadership in planning and managing all activities to ensure the successful delivery of the agreed portfolio of apprenticeship programs.
- Collaborate closely with other Program Managers and the Head of Department to ensure the smooth operation and continuous improvement of the department.

### PRINCIPAL ACCOUNTABILITIES

1. Collaborate with the Head of Department to manage staff delivering designated programs, monitor their well-being, and ensure performance meets agreed standards through regular appraisals, team meeting and 121s and consistent communication with both full-time and part-time lecturers.
2. Take charge of ensuring a positive learning experience for students in designated programs, striving to maximize attendance, retention, achievement, and progression.
3. Contribute to quality improvement activities, including lesson observations, learning walks, and the annual Self-Assessment process.
4. Work in partnership with Program Managers of English & Math to effectively integrate English and Math teaching into vocational courses, making it a core part of Apprenticeship delivery.
5. Oversee student behaviour standards in designated programs and lead the implementation of effective disciplinary procedures when necessary.
6. Serve as a role model and informal mentor, demonstrating and sharing best practices in teaching and classroom management.
7. Collaborate closely with the Head of Apprenticeships to ensure the availability of appropriate learning resources, equipment, and facilities for the successful delivery of designated programs.
8. Ensure that all administrative processes supporting program delivery, including course registration, student enrolment, and necessary assessment, validation, and exam procedures, are in place and functioning effectively.
9. Liaise with key staff supporting program success, including Student Services, Safeguarding, Marketing, and MIS colleagues.
10. Act as the primary point of contact for all inquiries about designated programs and the progress of learners within these programs.
11. Provide expert advice to the Head of Apprenticeships and senior staff based on subject specialist knowledge and industry expertise.
12. Lead and ensure timely execution of Internal Quality Assurance (IQA) activities in line with College and Awarding Organization policies, including working with the Quality Team to prepare for and conduct External Quality Assurance (EQA) sampling activities.
13. Take responsibility for ensuring Health and Safety policies and documents are up to date and that staff and students comply with all aspects of these policies and procedures.

## Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

School team	<ul style="list-style-type: none"> <li>• Collaborate closely with the team to continuously improve Study Programs.</li> <li>• Ensure staff accountability is clear and targets are achievable.</li> <li>• Promptly address and act on identified areas for improvement to ensure continued progress.</li> <li>• Analyse and interpret course data to inform decision-making and program enhancements.</li> </ul>
Head of Apprenticeships	<ul style="list-style-type: none"> <li>• Present clear, evidence-based data on the courses you are accountable for.</li> <li>• Support the Head of Apprenticeships in planning and implementing improvements to the school.</li> <li>• As management team engage with the Self-Assessment Report (SAR) to reflect and make changes where needs be for next curriculum year.</li> <li>• Maintain close relationships with industry partners within the school to support the continued growth of both existing and new technologies.</li> </ul>
Awarding Bodies	<ul style="list-style-type: none"> <li>• Lead and ensure timely execution of Internal Quality Assurance (IQA) activities in line with College and Awarding Organisation policies, including working with the Quality Team to prepare for and conduct External Quality Assurance (EQA) sampling activities</li> </ul>

## Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

## Values

To role model the College values of: inclusivity, honesty, respect and ambition

## Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

## Person Specification

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Relevant professional or industry certifications.	✓		AF/Cert
Qualification in education or a related field or willing to work towards one		✓	AF/Cert
IQA Qualification or willing to work towards one		✓	AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Proven experience in a leadership or managerial role within an educational setting.		✓	AF/Cert
Experience in teaching or training within Further Education (FE).	✓		AF/Cert
Experience in staff management, including conducting appraisals and managing performance.		✓	AT/Cert
In-depth knowledge of FE sector policies, procedures, and best practices.	✓		AF/Cert
Understanding of quality assurance processes, including lesson observations and self-assessment.	✓		AF/Cert
Awareness of safeguarding and health and safety regulations within an educational context.	✓		AF/Cert
Experience in conducting and leading Internal Quality Assurance (IQA) activities.		✓	AF/Cert
Experience in working with awarding bodies and preparing for External Quality Assurance (EQA) sampling activities.		✓	AF/Cert
Detailed understanding of the current challenges and opportunities within the FE sector.	✓		AF/Cert
Knowledge of the latest educational technologies and their application in teaching and learning.	✓		AF/Cert
<b>SKILLS AND ABILITIES</b>			
Strong leadership and management skills with the ability to inspire and motivate staff.	✓		AF/Cert
Excellent organisational and planning skills.	✓		AT/Cert
Ability to manage multiple priorities and work under pressure.	✓		AF/Cert
Strong interpersonal and communication skills, both written and verbal.	✓		AF/Cert
Competence in using educational technology and administrative systems.	✓		AF/Cert
Ability to innovate and implement changes effectively within an educational setting.	✓		AF/Cert
Competence in handling complex administrative processes related to course delivery.	✓		AT/Cert
Ambitious and driven with high expectations for all students and staff.	✓		AT/Cert
Ability to act as a role model and informal mentor, demonstrating best practices in teaching and classroom management.	✓		AF/Cert
Ability to work collaboratively with colleagues, students, and external partners.	✓		AF/Cert
High level of integrity, honesty, and respect in all professional activities.	✓		AF/Cert
Commitment to continuous professional development and reflective practice.	✓		AF/Cert
Proven ability to manage and oversee the delivery of teaching programs to ensure high standards.	✓		AF/Cert
Ability to monitor and improve student attendance, retention, achievement, and progression.	✓		AT/Cert
Experience in embedding English and Maths into vocational courses.	✓		AF/Cert
Ambitious and driven with high expectations for all students and staff.	✓		AF/Cert
Ability to act as a role model and informal mentor, demonstrating best practices in teaching and classroom management.	✓		AF/Cert

**\*Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV = Assessed via interview

Cert = Certificate checked at interview

Signed



Date

22-05-24