



# Apprenticeship Manager

Scale point: 30-33 | Based in Twickenham | Permanent | Full time

## About the service

This post will be part of our successful Way2Work (W2W) Apprenticeship team, located within the Workforce Development (WFD) Service which is structurally positioned in the Business Services directorate of Achieving for Children. Way2Work delivers apprenticeships in several occupational areas including Business Administration, Customer Service, Early Years, Teaching Assistants, Team Leading and Management. The Way2Work apprenticeship service is a small well established and experienced team. It has maintained exceptionally high qualification achievement rates for the past 10 years, exceeding national apprenticeship rates by more than 20%. The W2W team really goes the extra mile to help all learners with IAG, pastoral care and support and 1-2-1 teaching. W2W are also specialists in supporting the most vulnerable learners including Children Looked After, Care Leavers and those with SEND. As an approved apprenticeship provider we want to keep doing better and better; increasing diversity through our hiring, finding the best talent for the future and making sure all our learners have a wonderful learning experience when they undertake an apprenticeship through Way2Work.

## About the role

The post holder will be responsible for the supervision and performance management for a small team of trainer assessors. They will drive the performance of their team, ensuring trainer assessors maintain both operational and quality standards. They will oversee the recruitment and training of all apprentices and build on the existing foundation of a well established main apprenticeship provider.

The post holder will work in line with all business values to effectively develop the service and deliver on contracts whilst maintaining high quality delivery and contractual compliance. This will be achieved through actively supporting the apprenticeship delivery team to fulfil requirements of their programmes.

## About you: our role specification

### Qualifications

- Educated to degree standard or equivalent
- Assessor / IQA Award
- Certificate in Education & Training or equivalent teaching qualification

### Skills and experience

- Proven experience leading or managing an apprenticeship team or training provider.
- An in depth knowledge of Apprenticeship standards and related external body requirements.
- The ability to develop and enhance programme content and delivery methods that meet the requirements of the apprenticeship standard.
- Leadership and development of key employer accounts and contribution to developing new business opportunities.
- In depth knowledge and experience of Apprenticeship funding rules and requirements.
- Able to create and review policies and procedures ensuring compliance with safeguarding, quality assurance, funding and audit requirements.
- Confidence implementing effective quality assurance systems that meet the requirements of the ESFA, OFSTED and internal AfC Internal Quality Assurance standards.
- Acting as the lead point of contact for Ofsted and Awarding Bodies in relation to Apprenticeships and other Centre Accreditations.
- Experience of keeping and maintaining records and producing accurate reports, presentations, written updates to a range of stakeholders.
- Experience of budget monitoring and financial management including forecasting.
- Keeping up-to-date with professional and educational development within the sector and attend/run standardisation meetings.
- Knowledge and experience of embracing equality, diversity and championing inclusion.

### Personal attributes

- A passion for Achieving for Children's vision, mission and values (trust, empower and respect) to support children and young people to live safe, happy, healthy and successful lives.
- Strong organisational abilities including: time management, creative-thinking, problem-solving and multitasking whilst faced with tight deadlines.
- Able to work flexibly and independently with limited management oversight.
- Personal determination, drive, energy and ambition to overcome obstacles, achieve challenging objectives, celebrate success and deliver excellent outcomes for learners.
- Strong skills in applying solution focused approaches to work situations.
- Commitment to resource-sharing and collaborative working within Achieving for Children and across organisational boundaries in the best interests of children and families.
- Excellent communication and interpersonal skills that are open, persuasive and pragmatic

*\*The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or or working flexibly across the week to meet the business demands. This job profile is provided for guidance only.*

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