

<b>Group Member:</b>		Luminate Group Services	
<b>Job Title:</b>		Group Head of Apprenticeship Services	
<b>Reports to:</b>		Group Director of Apprenticeships	
<b>Job Grade</b>	Spot Point	<b>Department</b>	Apprenticeships

### SPECIFIC ROLE RESPONSIBILITIES:

1. This post holder will be responsible for the management of the operational function of the apprenticeship directorate, including management of apprenticeship provision, management of apprenticeship specific MIS, Finance and Funding, Audit & Compliance and Achievement, Progress & Retention intervention teams.
2. The post holder will develop and deliver an ambitious vision for the apprenticeship operations by empowering staff to achieve outstanding outcomes.
3. This post holder will be responsible for the financial forecasting and ongoing management of apprenticeship funding generation and associated costs of apprenticeship provision across the Group.
4. This post holder will lead an engaging and effective team who work in partnership with Business Development colleagues to advise employers on the recruitment, enrolment and financing of apprenticeships ensuring all signup and completion targets for all contracts areas are met.
5. Ensuring that employers with apprenticeship related requirements are supported via effective management of the DAS. Including approval, funding compliance, and MIS responsibilities.
6. This post holder will have overall Group responsibility for ensuring adherence to Education and Skills Funding Agency (ESFA) funding rules through comprehensive audits and reporting. Managing data integrity and quality, including resolving apprenticeship rule violations.

### CORE RESPONSIBILITIES:

7. This post holder will work collaboratively with curriculum colleagues across the College to ensure the College is delivering compliant programmes in line with ESFA

Funding Rules, working closely with MIS to monitor compliance throughout the Apprenticeship journey.

8. The post holder will ensure that there is regular, frequent and meaningful engagement with staff at all levels across the various college campuses involved in apprenticeship delivery.
9. You will be an inspirational leader, ensuring the effective performance of direct reports, providing support and guidance across all areas of responsibility. You will provide coaching and mentoring and support in setting targets to ensure high standards and high levels of staff motivation, morale and engagement.
10. You will create an environment and a culture where learning, achievement and high performance is evident.
11. You will have a robust knowledge and understanding of the mechanics of apprenticeship funding, MIS and data management.
12. You will lead on development and ongoing management of systems being used for all aspects of apprenticeship provision, this may involve managing the design and integration of new systems.
13. You will lead on the funding and performance management rules for apprenticeships, ensuring the Group is able to deliver substantial assurance outcomes in internal and external audits and processes are fully compliant with the funding rules.
14. You will be the integral link between services and curriculum, ensuring that both are working hand in hand to create a consistent and quality service to apprentices and employer stakeholders alike
15. This post holder will be responsible for reviewing the financial viability of apprenticeship provision. You will work with Curriculum Heads of Department to support them in ensuring they lead and manage high quality and cost-effective delivery of the curriculum to all apprentices.
16. You will lead a team with the responsibility to ensure all apprentices are fully compliant including but not limited to: Sign up/new start paperwork, Off the Job training hours, monthly monitoring, Functional Skills, Progress Reviews.
17. This post holder will work with colleagues across departments to ensure back-office functions are delivered and fees are collected in a timely manner.
18. Any other duties that are specific to the department.
19. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
20. Ability to participate in evening/weekend work as required.

## **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

<b>Job Title:</b>	Head of Apprenticeship Operations
<b>Department</b>	Apprenticeships

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Qualification in leadership and management at Level 3 or above.	A / C
E	Q2. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / C
E	Q3. Level 3 qualification in assessment, education and training.	A / C

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. A proven track record of engaging with employers and delivering effective apprenticeship programmes.	A / I /
E	EK2. Significant experience of successfully tracking and monitoring apprentices throughout their programmes, making timely interventions to ensure successful completion.	A / I /

E	EK3. A proven track record of working in an apprenticeship environment within a leadership and management role.	A / I /
E	EK4. Recent experience in building and maintaining relationships with a range of stakeholders, including employers, apprentices, and regulatory bodies.	A / I /
E	EK5. Experience in managing budgets, forecasting costs, and ensuring compliance with financial regulations.	A / I / T
E	EK6. Knowledge of quality assurance frameworks and processes, with experience in directly managing high-quality apprenticeship delivery.	A / I /
E	EK7. Experience of working within an apprenticeship funding team/role, submitting and managing funding reports.	A / I / T
E	EK8. Experience of leading institution change	A / I /
E	EK9. Experience of coaching and mentoring middle and first line managers. Providing training and support to managers and team members on the effective use of MIS/LMS and CRM system integration and ongoing management.	A / I /

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. You will be a motivational leader and coach, fostering a collaborative and high-performing environment.	A / I /
E	SC2. Is an effective communicator and able to demonstrate the ability to influence, challenge and support colleagues in other areas of the organisation.	A / I /
E	SC3. Ability to analyse statistical data, draw inferences and make recommendations.	A / I / T
E	SC4. Can demonstrate the ability to summarise complex ideas or information which may be highly detailed, technical or specialist.	A / I / T

E	SC5. Develops objectives in ways that enable team members to contribute and identify with collective objectives. Finds ways for individuals to achieve their objectives and development plans without compromising the team's priorities.	A / I /
---	---	---------

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I