

Job Description

Group Member:		Leeds City College	
Job Title:		Apprenticeship Programme Manager - Food and Drink	
Reports to:		Deputy Head of Department / Head of Department	
Job Grade	T4	Department	Travel, Food and Drink

ROLE SUMMARY:

The Apprenticeship Programme Manager for Food & Drink will lead on the design, delivery, and continuous improvement of high-quality apprenticeship programmes within the food and drink sector. The post holder will ensure all provision meets industry standards, aligns with employer needs, and enables apprentices to develop the skills, knowledge and behaviours required for successful careers. This role combines strategic oversight with operational delivery, fostering strong partnerships with employers, curriculum teams and awarding bodies. A key focus will be on innovation, compliance, learner progress, and ensuring excellent outcomes for all stakeholders.

CORE RESPONSIBILITIES:

1. Lead and manage activities and strategies to ensure high retention, achievement, success and attendance rates across all food and drink apprenticeship programmes.
2. Oversee the delivery and assessment of essential knowledge, skills, and behaviours in line with the relevant apprenticeship standards.
3. Manage the planning, preparation and development of curriculum content, schemes of work, lesson plans, assessment strategies and high-quality learning resources.
4. Oversee the creation and implementation of individualised SMART targets aligned to each apprentice's programme, supporting them to achieve their full potential.
5. Monitor, track and review learner progress consistently, ensuring timely interventions are implemented to maintain individual and group success.
6. Champion the development and use of innovative teaching and learning resources, including blended and online approaches, to ensure engaging and inclusive delivery.
7. Ensure high-quality delivery across all aspects of the curriculum through coaching, standardisation and reflective practice with delivery staff where applicable.
8. Lead on the design and management of assessment strategies that meet the needs of learners, awarding bodies, and industry expectations.
9. Provide constructive feedback to apprentices and oversee processes to ensure that learning is applied, progress is evidenced and targets are continually reviewed.

10. Analyse learner data to identify trends and lead interventions, ensuring all learners remain on track and fully supported throughout their apprenticeship journey.
11. Be flexible and responsive to the needs of the role, including participation in evening and weekend events such as employer engagement, reviews or promotional activities.

DEPARTMENTAL RESPONSIBILITIES:

1. Lead and manage quality assurance processes across food and drink apprenticeship provision, ensuring compliance with internal and external quality frameworks.
2. Inform curriculum review and contribute to the continuous improvement of apprenticeship programmes through data analysis, feedback, and industry insight.
3. Take responsibility for monitoring and improving retention, achievement, success, and attendance rates across all food and drink apprenticeship pathways.
4. Build and maintain strong, professional relationships with key stakeholders, including employers, awarding organisations, delivery staff and apprentices, to support high-quality outcomes and strengthen departmental reputation.
5. Contribute to the marketing, promotion and growth of apprenticeship programmes through high-quality Information, Advice and Guidance (IAG), events and materials.
6. Participate in student recruitment and selection activities, including interviews, induction events, open days, and employer briefings.
7. Engage with and support the College's assessment, examination and End-Point Assessment (EPA) processes as required.
8. Conduct first-stage learner disciplinary procedures, ensuring a consistent and supportive approach to behaviour management and progression.
9. Ensure robust and engaging induction programmes are in place for all apprentices, supporting a smooth transition into learning and employment.
10. Deliver teaching and/or review sessions where appropriate, to maintain subject knowledge, curriculum engagement, and learner rapport.
11. Undertake any additional responsibilities specific to the department or as directed by senior leadership, supporting the strategic development of apprenticeship provision.

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

Person Specification

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Department	Travel, Food and Drink

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

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE) or willingness to work towards.	A / I / C
E	Q2. Relevant highest level vocational qualification or degree in teaching subject to cover delivery of Level 2 – 3 Food and drink	A / I / C
E	Q3. English and Maths at Level 2 or above	A / I / C
E	Q4. Relevant up to date apprenticeship subject knowledge and recent delivery of apprenticeship standards in the hospitality sector	A / I
E	Q5. Relevant qualifications in assessing vocational qualifications and Internal Quality Assurance across Hospitality / Food and Drink	A / I / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Extensive experience, knowledge, and skills to deliver Hospitality / Food and Drink apprenticeships across Levels 2 and 3, demonstrating active learning and the use of differentiated teaching approaches.	A / I
E	EK2. Experience of effectively managing individual and group progression, providing advice and guidance within Hospitality / Food and Drink apprenticeships Levels 2 and 3, resulting in positive learner outcomes.	A / I
E	EK3. Experience of supervising/managing staff to ensure high performance	A / I
E	EK4. Substantial experience of undertaking internal verification and moderation activities	A / I
E	EK5. Proven commitment to continuous professional development	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to plan and deliver quality teaching across identified cohorts and ensure consistency of high delivery within teams	A / I
E	SC2. Ability to lead activities in the development and delivery of strategies to improve retention, achievement, success and attendance rates for groups of learners	A / I
E	SC3. Effective management skills to ensure high performance from a range of individuals	A / I
E	SC4. Exceptional verbal /written	A / I

	communication and interpersonal skills	
E	SC5. Ability to provide productive insight into the review process and development of identified courses	A / I
E	SC6. Excellent organisational skills to meet deadlines and drive consistent progress and positive outcomes for both learners and team members.	A / I
E	SC7. Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
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