

Job Description

Group Member:		Luminate Education Group	
Job Title:		Deputy Head of Apprenticeships	
Reports to:		Group Head of Apprenticeship Services	
Job Grade	LEG G	Department	Apprenticeships – Keighley College

SPECIFIC ROLE RESPONSIBILITIES:

1. Support the group Head of Apprenticeship Services in all aspects of the College Leadership and Management, particularly around quality, teaching, learning and assessment and securing outstanding outcomes for learners.
2. Ensuring finance targets are met to maximise income value.
3. Ensure that all courses within the department are run effectively and meet awarding body, funding and quality agency requirements.
4. Lead on all aspects for a defined section of provision with the College, including:
 - Ensuring its curriculum is responsive to national and local priorities.
 - Adapting and developing provision to meet local demands.
 - Responding to funding changes and develop provision in growth areas.
 - Securing outstanding outcomes for students.
5. Drive forward the 'Leading learning' culture within the college. Undertake regular observations of all staff within the department (and contribute to the cross college observation processes if required), including developmental, walk through and other observations.
6. Ensure departmental targets for apprenticeships are met, to support planned growth for Keighley College Apprenticeships.
7. Motivate and inspire learners to promote achievement and develop their skills and behaviours to enable progression.
8. Ensure the highest standard of quality advice, guidance and induction and skill development.
9. Ensure and oversee robust quality assurance procedures across the department.
10. Ensure that apprenticeship retention, achievement, success and progression rates within the college exceed national average year-on-year.

CORE RESPONSIBILITIES:

1. Lead and inspire a diverse group of staff working across multi sectors and industries.
2. Manage activities and strategies to ensure the high retention, achievement, success and attendance rates for apprenticeship standards.
3. Manage the planning, preparation and development of schemes of work, lesson plans, teaching and learning resources and assessment plans.

4. Manage the process of creation of individual SMART targets linked to apprenticeship management and delivery to ensure groups of learners are on track to achieve their potential.
5. Manage the recording of student progress and to ensure that individual and group learner targets are being met.
6. Lead and manage the creation of targets, recording & monitoring of progress against them. Implement interventions where needed for identified courses.
7. Lead and manage quality assurance processes.
8. Inform the review process to develop & improve identified course(s). Build positive relationships with internal and external stakeholders, including but not limited to, apprentices, employers, curriculum and support colleagues.
9. Participate in student recruitment activities, including interviews and open evenings.
10. Conduct first stage student disciplinarys.
11. Ensure that effective Induction programmes are in place for learners.
12. Any other duties that are specific to the department.
13. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
14. 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

Person Specification

Job Title:	Deputy Head of Apprenticeships
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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. 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

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. A proven track record of engaging with employers and delivering effective apprenticeship programmes.	A / I /
E	EK2. Experience of positively managing student and group progression, advice and guidance in a school or Further Education setting, with positive outcomes	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
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

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability manage and oversee 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 / T / P
E	SC3. Effective management skills to ensure high performance from a range of individuals	A / I
E	SC4. Exceptional verbal /written communication and interpersonal skills	A / I / MT
E	SC5. Ability to provide productive insight into the review process and development of identified courses	A / I
E	SC6. Excellent organisational skills, to ensure deadlines are met and progress in achieving results from 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
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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