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| **Job Title: Team Manager – Building Services Apprenticeships****Reporting to: Head of Apprenticeships****Base: The Roundhouse**  |
| **Hours** 37hours per week, 52 weeks per year**Contract Type** Management - Delivery**Holidays** 35 days per year, plus 8 Bank Holidays**Salary** £45,544 per Annum |
| **Job Purpose**Through effective management of your team, plan, implement and deliver a high-quality apprenticeship offer in line with the College’s Vision and Mission and that contributes towards meeting the College’s Strategic Ambitions |
| **Key Responsibilities****Staff** * responsible for the recruitment, induction and performance management of your team members ensuring that individuals are engaged and high performing
* responsible for the development of your team members through timely appraisals and probationary reviews, identifying specific CPD needs that supports effective succession planning
* predict and plan for future staffing requirements
* responsible for working collaboratively with staff from other areas of the College and those in support roles ensuring that the student has a good learning experience and makes a successful transition and ensuring that college teams work effectively together in order to meets its KPIs

**Apprentices*** responsible for the recruitment of apprentices in your area, their IAG and effective enrolment
* responsible for the quality of assessment to apprentices ensuring that learning and assessment is outstanding and that apprentices are retained, attend, achieve and progress
* responsible for the safeguarding of apprentices and promoting their health and well-being
* responsible for effective monitoring of apprentices at risk including the development of individualised action plans for each student

**Apprenticeship Curriculum*** responsible for the liaising with the relevant curriculum partner(s) to meet the needs of apprentices, local employers and D2N2 priorities, adopting an innovative, research-based approach
* responsible for caseload management/workloads of IV/Assessors.
* responsible for working with high quality End Point Assessment Organisations (EPAOs) to ensure effective relationships and a high level of service is being received.
* responsible for building and maintaining relationships with Awarding Organisations (AOs) where applicable
* ensure One File is accurate and up to date

**Business Development*** responsible for continually scanning the horizon to identify the possible impacts of the ‘external environment’ including education policy, customer and competitor analysis
* responsible for liaising with the Head of Apprenticeships for curriculum business plans for your area which include the identification and development of opportunities for commercial income and maximising the financial contribution to be made
* responsible for the management of employer relationships within your area of provision and being responsive to their needs in the delivery and development of the curriculum

**Data Management** * responsible for the reporting and analysis of accurate and timely data using agreed college data reporting and tracking systems; and the maintenance of appropriate records and documents ensuring they are up to date and accurate

**Resource Management** * responsible for the planning and utilisation of the resources required for your area including the people, physical space, equipment and materials required by the area.

**Financial Management*** responsible for operating within agreed budgets and financial targets in compliance with financial and procurement systems, policies and procedures, achieving value for money and control of expenditure.

**Health, Safety and Environmental Management** * responsible for managing the risks within your area of responsibility and ensuring that all persons within your area of control are provided with appropriate information, induction, instruction, training and supervision so as not to compromise their health, safety or well-being or impact on the environment

**Continuous Improvement*** responsible for monitoring and improving the quality of all aspects of the provision in your area, identifying and building on good practice within your team and across college

**Personal Effectiveness** * responsible for your own continuous professional development ensuring that your skills, knowledge and practice including pedagogic leadership are current and future focused and that you stay abreast of key policy changes

**In carrying out your duties, ensuring that**:* You abide by all College policies, procedures and processes ensuring legal compliance to the College
* You are a role model for the College’s values, beliefs and behaviours
* Model the highest professional standards to staff and students in all aspects of this role, maintaining a visible presence around the College and leading by example.
* Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure an outstanding status for the College.
* To perform such other duties as reasonably expected to the general character of the post and which are commensurate with its level of responsibility.
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| **Person Specification**  |
| **Competencies*** Possess the ability to lead, inspire and motivate a team
* Ability to set and achieve high standards for self and for team
* Ability to provide effective performance management in conjunction appropriate internal partners
* Ability to complete teaching, learning and assessment observations
* Possess a proactive and innovative style of leadership
* Possess good communication skills both written and verbally
* Possess the ability to manage resources to achieve value for money and control of expenditure
* Possess the ability to analyse data, produce assessments and implement actions to achieve targets
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| **Knowledge & Experience*** Previous experience of coordination/supervisory responsibilities
* Have a track record of delivering improving quality performance and apprentice success
* Have experience managing an apprenticeship area
* An in-depth understanding of the apprenticeship areas that are to be line-managed
* Knowledge of curriculum developments and quality management
* Knowledge and good understanding of self-assessment reports
* Understanding of Ofsted Education Inspection Framework
* Understanding of apprenticeship standards
* Possess a good understanding of, and the ability to translate, funding policy into practice
* Possess a sound knowledge of the requirements of the legal framework around safeguarding, health and safety and equality and diversity
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| **Qualifications -** You are required to provide valid certificates as proof of all qualifications**Essential*** Level 3 minimum qualification in the subject area you will be managing (Level 3 NVQ’s in Plumbing & Gas or Electrical Installations)
* Level 5 Leadership and Management qualification (or willingness to work towards within an agreed time frame)
* Level 3 Assessor Qualification (A1 Award/ Certificate in Assessing Vocational Achievement/Units D32/D33)
* Level 4 IQA qualification (V1 Award/ Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice)
* Level 2 Maths (GCSE or equivalent)
* Level 2 English (GCSE or equivalent)

**Desirables*** Teaching qualification (Level 5 Certificate in Education, PGCE, DTTLS)
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