

Job title	Employability and Apprenticeship Manager
Salary	<i>£29k - £32k per annum</i>
Contract	<i>Fixed Term Until end of Jan 2020</i>
Main Work location	<i>City Gateway Head Office, The Pavilion E14 2BE</i>
Hours of work	<i>35 hours a week (excluding unpaid breaks)</i>
Reports to	<i>Directorate: Operations Team Line Manager: Head of Curriculum Line Reports: Assessor/Trainers, classroom Delivery Tutors</i>
Benefits	<i>7% Employer pension contribution after 3 months 25 days annual leave (increasing 1 day per year up to 30 days) + bank holidays Season ticket loan</i>

Job purpose

Main Purpose

The post holder will oversee the following elements of educational delivery within the Youth Programmes Directorate: Traineeship and Apprenticeship learning and our bespoke preparation for traineeship programmes, which includes Employability, Enterprise and IT unit qualifications.

The post holder will be responsible for ensuring our traineeship programme delivers excellent development opportunities for City Gateway's service users, enabling them to positively progress from City Gateway into Further Education and/or full time employment.

The Employability and Apprenticeship Manager will be responsible for effective management of the apprenticeship programme, ensuring that learners progress towards achieving their qualification or are prepared effectively to enable them to pass their End Point Assessment. They will translate the apprenticeship standards into a deliverable curriculum for apprentices and assessor trainers to follow.

Reporting and data analysis will form a key part of the post-holder's role. Working with the Strategic Information Manager, the Employability and Apprenticeship Manager will ensure that a performance culture is embedded in their department, using performance data to drive action and improvement across their team.

The post holder will work closely with the Head of Curriculum and the Quality Manager to ensure the organisation is appropriately prepared for Ofsted review.

Duties and responsibilities

Apprenticeships

- Manage current caseload of learners (working on both, Framework and Standard) to support their progress
- Work closely with The Employment Engagement Manager to ensure retention of, and timely achievement for, learners above national rates
- Manage Assessors to ensure their high performance is in line with organisational KPIs
- Oversee End Point Assessment process
- Take ownership of reporting and data analysis to drive action and improvements
- Plan for the long-term development of City Gateway apprenticeships, including response to the Apprenticeship reforms; attraction of new employers into service; increasing up- take from existing employers, taking into account local and national skill strategies and/or shortages

- Work with the Head of Curriculum and the Quality Manager to ensure that the delivery of work-place learning enables each learner to progress and develop relevant skills to meet the required industry standard (including Functional Skills for relevant learners)

Adult Learning Programmes

- Plan for long-term development of City Gateway’s adult learning programmes, particularly through partnership working with the Women’s Programme
- Work with the Head of Curriculum, Quality Manager and Functional Skills and ESOL Lead to ensure that delivery enables learners to achieve their potential whilst on programme at City Gateway, including those that fall behind
- Work with the Functional Skills and ESOL Lead to appropriately match learners to course and monitor probation to effectively support learner retention

Ofsted Readiness

- The post-holder will contribute to the pan-organisation Ofsted-ready working group, ensuring that each component of educational delivery meets Grade 2 or Grade 1 descriptors

Working conditions

DBS Check:

This role requires the successful candidate to complete a Disclosure Barring Service (DBS) check in compliance with City Gateway’s DBS & Risk Assessment Policy.

Equality and Diversity

City Gateway is committed to equality and valuing diversity. We welcome enquiries from everyone and value diversity in our workforce.

Safeguarding

The post holder must have a firm understanding of safeguarding policies and procedures

Direct reports

- Line Management of the Assessor Trainers
 - Ensure team have qualifications, training, subject knowledge and experience relevant to their roles and use these to plan and deliver learning appropriate to learners of all abilities, reflect good industry practice and meeting employers’ needs

Approved by Director:	<i>Signature of Executive Director responsible for area</i>	Date:
Approved by HR:		Date:

Person Specification

Attribute	Essential	Desirable
Education/ Qualification	Degree in relevant subject area Qualified Teacher Status IQA qualification	Lead IQA qualification
Proven Experience	Managing Apprenticeship programmes Experience of achieving excellent educational outcomes for learners Experience of classroom delivery Understanding of Quality Assurance processes in education provision Experience of Ofsted inspections Management of delivery against budget Using data to drive changes/improvements to educational delivery Designing curriculum and schemes of work Educational time tabling Understanding of how to work with NEET and hard to reach young people including effective behaviour management	
Skills & Abilities	Strong leader with experience of managing a high performing team Strategic thinker with the ability to run effective day-to-day operations which deliver against long-term vision Ability to manage large workload and conflicting priorities Strong numerical skills, adept at using excel for reporting and analysis Ability to problem solve and think creatively Excellent planning and time management skills Strong team player Enthusiastic and committed	
Personal Qualities	Able to support, promote and encourage City Gateway's Christian ethos, mission and values	