**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Head of Apprenticeships & Skills  (Engineering & Traineeship) | Apprenticeship & Skills |
| **SALARY** | **BENEFITS** |
| £27,570 - £35,287  relating to qualifications and experience | Teacher’s Pension  32 days annual leave to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays.  IT Equipment |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Apprenticeship & Skills | 8 FTE staff plus PTHP across  Railway, Land-based Engineering, Plant Maintenance, Traineeship, NEET |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The post holder will report to the Head of Apprenticeship & Skills forming part of the management team, which aims to maximise success and ensure an effective contribution to strategic plan targets.  Work closely with the Head of Apprenticeship & Skills to promote a positive team ethos within the Team and an inspirational teaching, learning and assessment experience for all learners.  Have a key focus on performance management of both tutors, schemes and its impact on the whole provision. A fundamental part of the role will be the effective use of data to monitor and continually improve the provision as well as effective curriculum planning.  To provide leadership and management for all schemes and staff you are responsible for ensuring accurate information, advice and guidance to support learners onto the right learning programme to meet their aspiration and capability.  Ensure high quality delivery striving for excellence by managing course recruitment, retention and achievement in a supportive manner with the curriculum team.  Ensure that initial assessment information is distributed and used fully and purposefully to support personal learning and is applied by all teaching team members to ensure accurate individual learning plans and delivery.  To provide leadership which supports excellent learner success, the highest academic standards and positive value added results including effectively working with external partners and sub-contractors.  Ensure there is effective quality assurance (QA) of the Standards for all aspects of teaching, learning and assessment working closely with the Head of Quality Assurance and Head of Teaching & Learning.  Support the Head of Apprenticeship & Skills to ensure that all learners have appropriate and accurate learning agreements personalised to their learning needs and that are routinely checked and updated with the ILR Manager.  Work with the Head of Area to oversee networking with all college Areas to ensure there is effective collaboration and sharing of good practice.  Lead and co-ordinate all external skills and competitions relating to your area of responsibility.  Lead , plan and implement effective delivery models that are efficient, delivery a quality learning experience and fully utilise digital technologies  Lead, plan and implement an effective EPA strategy for all schemes to maximise achievement and high grades.  Exceed College standards. | |
| **KEY TASKS AND RESPONSIBILITIES** **SPECIFIC TO LEARNING AREA** | |
| 1. **Manage learners to succeed**  * Lead with the Head of Area, the learner application, recruitment, enrolment and progression planning for the Railway Technician, Land-based Engineering, Construction Plant Maintenance, Traineeship and NEET provision, across Apprenticeships and Skills providing impartial advice and guidance and recruiting with integrity to ensure the best interests of the learner are met. Where applicable work with external stakeholders in respect of application and recruitment processes. * Lead and support inspirational learner induction. * Effectively liaise with external partners and sub-contractors i.e. CITB, NTAR, NSAR to ensure the Quality of Education. * Manage learners through the initial six weeks in College and confirm or redirect to appropriate qualifications. * Ensure all Literacy and Numeracy screening and formative assessment is used by tutors appropriately, to ensure personalised teaching. * Ensure the completion of all aspects of the College E-Portfolio system including a particular focus on the individual learning plan providing SMART targets for learners, which promote learner advancement and success. * Meet with learners, parents/guardians as directed by College protocols. * Address learner concerns promptly, signpost to other professionals, internally or externally, if appropriate and confirm the actions have resulted in a positive outcome. * Lead on programme management and design as directed by your Line Manager including effective timetabling and the use of residential provision. * Monitor Key Performance Indicators (KPI) and report on and action concerns through appropriate channels. * Have responsibility for contributing to the planning of timetables maximising the efficient use of resources in consultation with Head of Apprenticeship and skills and colleagues. * Ensure all learners that need additional learner support receive it and monitor regularly with the departmental ALS staff the effectiveness of the support provided to ensure learner retention and success. * Effective use systems such as Onefile E-Portfolio and Power-Bi to performance manage work-based tutors.  1. **Lead the delivery of inspirational teaching, learning and assessment**  * Deliver inspirational teaching, learning and assessment to promote high levels of student satisfaction and success and help cover staff leave and absences etc. * Depending on the vocational area of expertise the Assistant Head will also carry a small caseload of learners, provide teaching cover as well as IQA responsibilities in line with the management guidelines. * Share best practice in teaching, learning and assessment and provide excellent leadership and support to colleagues through team meetings, peer observation etc. * Ensure the provision of detailed and highly effective schemes of work that motivate learners and ensure high success rates. * Ensure tutors are effectively tracking progress against Skills, Knowledge and behaviours for apprenticeship Standards. * Lead and participate in the observation of teaching and learning, both walk-throughs and Professional Visits and embrace areas for improvement positively. * Ensure the development a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner individual needs. * Advise the Head of Apprenticeship & Skills on innovations and new resources for the specified academic area by investigating the latest information and/or research/resources. * Maintain good industry links and keep up to date with pedagogic developments. * Produce effective assessment strategies to reduce front or end loading for learners, contribute to course team needs and provide for timely success. * Ensure the provision of timely and effective feedback to learners that contribute to learner development and success. * Ensure the effective marking of written work to high standards and lead and support colleagues in this process. * Ensure the tracking and recording of learner progress is effective and in a timely manner to support high levels of learner success and positive value added. * Work with the Inclusive Learning Team to ensure that learners with additional learning support needs are provided with high quality support. * Lead curriculum enhancement and the development of learner employability skills and personal development, as required. * Ensure all teachers meet annual Continuing Professional Development (CPD) requirements.   **3 In line with the Professional Standards for Teaching and Training – England actively promote and role model the professional values and attributes**   * Reﬂect on what works best in teaching and learning to meet the diverse needs of learners. * Evaluate and challenge your practice, values and beliefs and those of your team. * Inspire, motivate and raise aspirations of learners and your team through enthusiasm and knowledge. * Be creative and innovative in selecting and adapting strategies to help learners to learn. * Value, role model and promote social and cultural diversity, equality of opportunity and inclusion. * Build positive and collaborative relationships with colleagues and learners.   **4 In line with the Professional Standards for Teaching and Training – England actively promote, role model and embed professional knowledge and understanding into your practice**   * Maintain and update knowledge of subject and/or vocational area and lead others to do so in your area. * Maintain and update knowledge of educational research to develop evidence-based practice. * Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence. * Evaluate your practice with others, lead others to do so and assess its impact on learning. * Manage and promote positive learner behaviour. * Understand the teaching and professional role and responsibilities.   **5 In line with the Professional Standards for Teaching and Training – England actively promote the development of professional skills**   * Motivate and inspire learners to promote achievement and develop their skills to enable progression. * Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment. * Promote the beneﬁts of technology and support learners in its use. * Address the mathematics and English needs of learners and work creatively to overcome individual barriers to learning. * Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge. * Ensure the provision of appropriate and fair methods of assessment and constructive and timely feedback across your team to support progression and achievement. * Maintain and update teaching and training expertise and vocational skills through collaboration with employers. * Contribute to organisational development and quality improvement through collaboration with others.  1. **Quality Assurance (QA)**  * With the Head of Area to lead internal and external quality assurance requirements across all campuses and including subcontracted provision. * Undertake course and/or module management, audits and reviews as directed by Line Manager and exceed expected standards identified internally or externally. * Be responsible and accountable for internal verification and standardisation co-ordination and performance, including any allied staff development within the team maintaining high quality academic standards in line with awarding body requirements and College policy and procedures. Ensure full compliance from all teaching staff. * Carry out periodic auditing of learners supporting tutors in the quality and timeliness of their completion. * Play a fundamental role in termly performance boards leading discussions around the performance of provision under your line management. * Take responsibility for the production / monitoring of key data plus the completion of self-assessment reports and action plans, as required. * Invigilate examinations following awarding body regulations. * Enhance the learner experience, ensuring Course learner surveys, Employer surveys, self-assessment reports, quality improvement plans are completed in an accurate and timely fashion. * With the Head of Apprenticeship & Skills lead a culture of continuous improvement and reflection via coaching, CPD, lesson observations, developmental observations, peer observations, walkthroughs and sharing of good practice. * Be the support for new staff and staff that may require guidance to improve teaching, learning and assessment skills or are the subject of performance concerns. * Share with Head of Apprenticeship & Skills the responsibility for performing annual performance enhancement reviews. * Work with data for recruitment, retention, attendance, EDI targets, assessment schedules, students at risk and other data to have an informed approach in supervising and supporting teaching staff. * Provide the Head of Apprenticeship & Skills with regular updates on progress to targets.  1. **Provide Information, Advice and Guidance**  * Support the leadership of the team to ensure impartial, accurate and current course specific information to future and current learners. * Be aware of the range of support available and how to signpost to internal and external support. * Produce and update course fact sheets and course/module handbooks in liaison with the Employer Services Team to ensure the provision of accurate, current and complete information to prospective learners and quality assure team documents. * Support the planning of and participate in marketing events, ensuring appropriate and adequate staffing for such events (careers mornings, open days, schools or other promotional events) at the College or other venues. * Interview learners and offer a place on appropriate qualifications whilst recruiting with integrity and providing impartial advice and guidance as required * Liaise with external stakeholders such as APL, Trailblazer groups on learner recruitment initiatives and processes. * Support learners in decision making with regard to their future progression and identify learner destinations or progression both by the completion of the completers surveys and related information held on the VLE. * Ensure the delivery of high quality staff training concerning the portfolio of programmes to support effective IAG. | |

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| **DUTIES** |
| **Exceed College standards**   * To promote College sustainability policies and strategies by personal commitment, being vigilant in relation to the College’s Reduce, Reuse and Recycle ethos and approach. * To take an active role in all team activities to ensure full compliance with agreed quality and environmental standards and expectations. * Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved. * Promote the College values: * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative * To promote Equality, Diversity and Inclusion at every opportunity specifically the FREDIE principles – Fairness, Respect, Equality, Diversity Inclusion and Engagement principles. * Maximise effective use of time and personal ability * Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy, including the “Prevent” agenda, procedures and practices * Be committed to pro-actively working towards the implementation of equality of opportunity in both service delivery and employment * Work flexibly within own range of competence * Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees / learners within your responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role. They must also seek to ensure appropriate implementation of such policies across all areas of responsibility * Be aware of Risk Assessments, implement health and safety related actions identified through risk assessment and assist in the induction of staff and students in the safe use of facilities, tools and equipment * Follow safe working procedures personally and ensure all learners follow all safe working procedures and practices in the learning environment, including giving clear verbal instructions to students and other members of staff * Ensure all accidents and near misses are recorded and reported following College procedures * Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within your responsibility implement such policies * Any other duties that may reasonably be required by Line Management and the Principal. | |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business. Primarily this position shares an office with the other Apprenticeship & Skills Managers at the Preston campus but college systems also allow for an element of remote working which will be agreed with the Head of Apprenticeships and Skills / Assistant Principal Apprenticeships and Skills.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation/Mini teach in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Ability to demonstrate high quality in teaching ability with enthusiasm and desire to engage the learner (A/I/P)  Appropriate level of physical and mental fitness (PI) | Motivated by challenge (I)  Ability to problem solve complex issues (I) |
| ***Attainments*** | |
| A Level 5 (Equivalent) or higher qualification. (A/I)  PTTLS / PCET (A/I)  PGCE / Cert Ed. Teaching Qualification or willing to work towards within set timeframe (A)  GCSE English and Maths at Grade C/4 or above (or an equivalent standard)(A)  Evidence of highly successful teaching, training and / or coaching experience (A/I)  Evidence of highly successful programme management (A/I)  Good understanding of current Apprenticeship Standards and funding rules (A/I)  Sound knowledge of Technology Enhanced Learning (A/I).  Proven track record of delivering staff CPD (A/I)  Proven track record of designing and delivering learning programmes (A/I)  Proven track record of using data to performance manage (T/A)  Proven track record of effective curriculum planning and timetabling (A/I) | Higher level qualification within a land-based discipline i.e. Foundation Degree, Degree (A/I)  Internal Verification qualification (IQA) (A)  TAQA Qualification (A)  Proven track record of working with Apprenticeships and producing impact (A)  Sound Knowledge of Onefile E-portfolio (A)  Use of Power-Bi dashboards (A)  Proven track record of effectively managing staff (A/I)  Sound knowledge of the new Apprenticeship reforms (A/I)  Approved End-point Assessor (A/I)  Sound knowledge of the land-based sector (A/I) |
| ***Special Aptitudes*** | |
| Leadership and excellent communication skills and the ability to motivate learners and a team (A/I/P)  Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate they are an inspirational role model for all stakeholders e.g. staff, students, parents / guardians (A/I/P)  Coaching / mentoring staff / delivering CPD (A/I) | Involved in latest course developments (A/I)  External verification/examination role (A/I)  Significant amount of teaching experience and knowledge of developments in teaching and learning (A/I) |
| ***Interests*** | |
| A professional interest in the subject discipline (A/I/P)  Evidence of high levels of continued professional development (A)  Empathy with education and a learner centred approach to teaching , learning and assessment (A/I/P) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I/P)  Approachable (I)  Person centred approach (I/P)  The capacity to communicate effectively both verbally and in the written word at all levels (A/I/P)  Enthusiastic and self-motivated (A/I) | A team player (A/I)  Ability to lead by example (A/I) |
| ***General*** | |
| An understanding of and positive approach towards “safeguarding” and a willingness to embed within the College \* (A/I)  An understanding of health and safety requirements of a working environment and willing to fully implement all aspects (A/I)  An understanding of equal opportunities issues and willing to positively promote equality, diversity and inclusion within an educational context (A/I) |  |
| ***Circumstances*** | |
| Predominantly this position requires a number of days per week to be spent at main campus.  Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I)  Suitable to work with children, young people and vulnerable adults in accordance with government guidelines for ‘Safeguarding Children’ (I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Head of Apprenticeship & Skills  Engineering & Traineeships | Apprenticeship & Skills |
| **SALARY** | HOURS OF WORK |
| £27,570 - £35,287 per annum  relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 32 days annual leave to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays | Teachers’ Pension Scheme Up to £27,047.99 pa 7.4% Employee  £27,048 - £36,410.99 pa 8.6% Employee  £36,411 - £43,171.99 pa 9.6% Employee  £43,172 - £57,216.99 pa 10.2% Employee  £57,217 - £78,022.99 pa 11.3% Employee  £78,023 and above pa 11.7% Employee  23.68% Employer  You will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new lecturing entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with College policy, all teacher/assessors are required to:  -complete a minimum number of hours of continuing professional development every year;  -maintain a record of the CPD you have undertaken;  -make that record available to the College.  Failure to comply with these requirements may lead to your dismissal. Full details of the College’s Policy in relation to Continuing Professional Development will be communicated to you. | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| In line with College policy, teachers/assessors employed at Myerscough are required to hold the relevant teaching qualifications/assessor award/s. The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held.  The Corporation will review with the teacher/assessor, either prior to commencement of employment or shortly thereafter, the qualifications required for the post and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications. In the event that the teacher/assessor fails to secure the requisite qualifications within the period specified by the College, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with the relevant clause/s in individual Contracts of Employment. | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |