

# Capel Manor College

## Head of Apprenticeships and Business Development

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Head of Apprenticeships and Business Development
<b>Scale</b>	Leadership and Management
<b>Grade</b>	Scale Points 41-47
<b>Responsible to</b>	Assistant Principal
<b>Location</b>	Enfield
<b>Contract</b>	Full time, Permanent

### Key Responsibilities:

The key responsibility of the Head of Apprenticeships and Business Development is to maximise opportunities for growth and income generation by engaging with employers and securing achievement of all recruitment targets, including Apprenticeships. They will also be responsible for the strategic leadership, management and development of the College's Apprenticeship provision, ensuring that the quality of delivery meets the needs and expectations of employers.

### Responsibilities:

#### Key Responsibilities:

1. To maximise opportunities for growth and income generation and be responsible for the engagement of employers, securing achievement of all recruitment targets including Apprenticeships, Professional Short Courses, full cost commercial opportunities and alternative funding streams.
2. To be responsible for the strategic leadership, management and development of Apprenticeship provision, ensuring that the quality of the delivery meets the needs and expectations of employers, working with the Apprenticeship Operations Manager to ensure Apprentice and employer experiences are of the highest quality.
3. Leading on employer engagement activities, including College employer engagement forums and linking with external local/regional employer groups and partnerships, ensuring employers are central to and inform the education programmes provided by the College.
4. To be responsible for the College's Employer Skills and Business Development Strategies.
5. To identify and support curriculum teams with relevant development areas required to meet employer demands, in line with LSIP requirements and ensuring effective deployment of resources and achievement of KPIs. Lead the development of the College's Accountability Statement, articulating the way in which College provision meets local, regional and national employer skills priorities.
6. To be responsible for ensuring ESFA funding guidance is met and that documentation held is audit compliant.
7. To be responsible for the overall management of resources (staffing and non-staffing) in the area.
8. Together with the Director of MIS, Vice Principal and Principal, developing and submitting bids for capital/revenue funding that supports and enhances our offer to employers.

#### Other Responsibilities:

1. Line manage all designated staff, to include staff recruitment, induction process, and performance review in accordance with college policies and procedures.
2. To ensure that the communication and engagement with Employers is of the highest standard and responsive to the needs of the employer, including, in particular:
  - Establishing and maintaining high levels of professional conduct in the area of responsibility.
  - Managing and being accountable for sustained improvements in Employer Satisfaction.

- Ensuring that the targets for Apprenticeship recruitment, retention and achievement are achieved.
- 3. To manage and develop the Apprenticeship offer.
- 4. To ensure that the delivery of support systems are relevant to the needs of Apprentices.
- 5. To ensure that regular reviews of Apprentice progress takes place in line with College policy and that effective learner tracking is in place for all Apprentices in line with Apprenticeship delivery.
- 6. To ensure that Scheme of Works and Lesson Plans are in place for curriculum areas, partners, sub-contractors and the like for all Apprenticeships.
- 7. To develop relevant employer responsive programmes for the area and carry out relevant employer engagement activities, including liaison with key employers and stakeholders.
- 8. To capitalise on links with employers and engage their expertise in developing the College vocational curriculum as a core part of the area's activities.
- 9. Collate and interpret statistical data from a variety of sources to meet funding agencies and College requirements and to inform decision making.

### **Quality, Planning and Leadership**

1. Drive a strategy for Apprenticeships and Business Development in line with the College's mission, vision and values to achieve excellence and outstanding provision.
2. Prepare reports and statistics as required to contribute to the college's quality assurance process, including Self- Assessment Report, Quality Improvement Plans and other Action Plans.
3. To manage the aspects of the College Strategic and annual planning and budgets in accordance with college policies and procedures.
4. To represent the College with external agencies as required in the performance of the role.
5. Convene, chair and minute team meetings and contribute to other cross-college meetings as required by the Vice Principal.
6. To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role including financial, human and physical resources.

### **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participate in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.

- Relevant professional qualification, professional accreditation and/or relevant higher education qualification.
- Evidence of continuous professional development.

## **Experience**

- Significant management experience of Apprenticeships and Employer Engagement.
- Proven experience of growing income, developing new business and generating productive relationships with employers.
- A track record of shaping, motivating, developing and managing an effective team over time.
- Experience of managing significant budgets, meeting financial targets and successfully developing and implementing strategic and operational plans.
- Knowledge and experience of bid writing and competitive tendering.
- Knowledge and significant experience of working with Apprenticeships and ESFA funding methodology.
- Experience of Ofsted or other inspections.
- Experience of improving quality within Apprenticeship Delivery.
- Experience of preparing and understanding data reports from college systems (such as ProAchieve).

## **Skills, Abilities and Knowledge**

- Extensive knowledge of apprenticeship funding rules.
- Excellent communicator and presenter with an eye for detail with experience of working openly and collaboratively with Governors, colleagues and managers.
- Wide knowledge of apprenticeships development and curriculum planning.
- Ability to innovate, lead and strategically develop the College Employer Engagement programmes
- Excellent administrative and IT skills.
- Ability to lead others through inspirational leadership which commands respect and provides an environment where others feel motivated.
- The ability to communicate effectively orally and in writing.
- Effective organisation skills and ability to work on own initiative and as part of a team.
- The ability to analyse and solve problems with a successful track record of managing and delivering change.

## **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults.
- Emotional resilience.
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery.
- Should the position involve regular driving, a clean driving licence is required.