

Person Specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post | Apprenticeships Quality Leader |  | Dept. | Quality |
| Grade | MS 0-3 |  | Ref No | 189-22 |

|  |  |  |
| --- | --- | --- |
| Education / Training | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| Teaching qualification PGCE/Cert Ed or equivalent  GCSE English and maths (minimum A – C grade) or equivalent.  Degree or L3 relevant equivalent vocational qualification  Assessor’s Qualification  Internal Verifier’s Qualification  Evidence of a commitment to personal and professional development  Health and Safety Qualification | E  E  E  E  E  E  D | AF  AF  AF  AF  AF  AF  AF |
| Relevant Experience |  |  |
| Experience in improving the quality of apprenticeships across a range of standards.  Experience in developing and implementing strategies across a range of standards to capture and maximise the progress of all apprentices on their knowledge, skills and behaviours.  Experience of implementing apprenticeship funding rules with the highest quality experience for all stakeholders.  Extensive assessing and training experience.  Substantial teaching experience on apprenticeship programmes delivering high quality outcomes.  Experience of observing, supporting and mentoring other teachers/tutors in apprenticeship provision and delivering positive impact.  Experience of delivering well planned and high quality staff development ensuring currency on apprenticeship developments and quality improvement.  Detailed knowledge of apprenticeship course development, design and modification across a range of Standards.  Experience of developing apprenticeship quality systems across a variety curriculum areas and implementing processes to improve outcomes for learners.  Experience of using apprenticeship data and self-assessment to underpin the development of quality systems to improve outcomes for learners.  IQA experience  Inspection experience at a provider graded Good or Outstanding by Ofsted  EV/EQA/End point assessment Experience  People management experience across a range of curriculum areas.  Experience of improving quality within the FE sector | E  E  E  E  E  E  E  E  E  E  E  D  D  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Relevant Knowledge/ Skills & Aptitudes | Criteria | Measured By |
| An understanding of work based pedagogy and focus upon how students learn  Ability to communicate with and support employers in understanding the employer responsibilities and requirements to deliver a good quality apprenticeship  Detailed knowledge and understanding of current developments within apprenticeships  Detailed understanding of apprenticeship achievement methodology and the requirements of apprenticeship standards.  A current ‘good’ teaching and learning observation/equivalent if ungraded  Good interpersonal skills including the ability to listen and advise / respond  An ability to lead change and manage and motivate others.  An ability to evaluate own performance and evaluate the performance of others.  A detailed understanding in the development of an e-portfolio system for apprenticeship provision and how they can be used to support the apprenticeship journey.  A knowledge and ability to identify opportunities for curriculum development and innovation in delivery, assessment and tracking of the apprentice learner journey. | E  E  E  E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Special Requirements |  |  |
| The post holder will be expected to have a flexible approach to their work  The successful applicant will need to have a DBS check to work in the College environment.  The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.  The post holder will be expected to have high awareness of current practice of health and safety requirements  Must be willing to undertake appropriate training and development in order to meet the needs of the college.  Commitment to the principles of valuing diversity and equal opportunities.  Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment | E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |