

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Apprentice Pathways Team Leader?**

Job Title	Apprentice Pathways Team Leader - Business, Finance and Commercial Services
Ref No.	ME2526032
Department	Business Centre
Reporting to	Apprenticeship Delivery Manager
Responsible for	Assessor Trainer's
Location	Northampton, Booth Lane Campus
Salary	In the range of £38,090 - £42,952 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
Hours	37 hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To lead a team of Trainer/Assessors in specific sector disciplines, Business, Finance and Commercial Services, including Accounting, Management, Early Years and Education.

To develop and monitor all activities for apprentices ensuring that compliance and quality meet college and relevant awarding body standards. To maximise retention, achievement and outcomes for apprentices.

Main Duties and Responsibilities

1. To provide day-to-day supervision for the Assessor Trainers, in accordance with relevant College policies. To be responsible for directing and monitoring their work, providing feedback, and conducting performance reviews. To informally address concerns regarding under-performance in the first instance, referring to the Apprenticeship Delivery Manager for any formal interventions.
2. To ensure department Key Performance Indicators (KPI's) are met through team caseload reviews and 1-2-1 meetings with the Trainer/Assessors.
3. To monitor the tracking and performance of individual apprentices, reporting back interventions in line with College disciplinary process and actions being taken to Apprentice Delivery Manager.
4. To work with curriculum areas to ensure apprentices make the required progress to reach gateway on time.
5. To monitor and support apprentice progress, in all aspects of their apprenticeship, including English and maths, using tools and mechanism to ensure high grades are achieved at the End-point Assessment (EPA).
6. To work with the College's Quality Team to maintain and quality assure records for apprentices including those required for External Quality Assessment (EQA) activities and the College's own quality improvement activities.
7. To support the ongoing improvement of standards of teaching, learning and assessment for apprentices by carrying out observations in the workplace and learning walks in classes with Apprenticeship Delivery Manager.
8. To review and develop methods of coaching, training and assessment and feedback progress to the Apprenticeship Delivery Manager, members of the Quality Department and other College managers as required.
9. To research and develop offer of standards and short courses in line with employer needs, reporting as directed by Apprenticeship Delivery Manager.
10. To monitor updates from Skills England on apprenticeship standard updates, ensuring all staff involved in apprenticeship delivery are aware of version changes to delivery and EPA requirements.
11. To work with the Business Administration Team Leader to ensure End-point Assessment Organisations (PAO's) are selected, and apprentices are registered for End-point Assessment.
12. To work with the Business Administration Team Leader on the apprenticeship on-boarding and induction ensuring that all enrolment documents meet the Department for Education (DfE) funding requirements and a seamless start to College.

13. To prepare for and take part in Apprenticeship Monitoring Meetings (AMM).
14. To work with existing employers and contact new employers, to maintain and grow lasting relationships built on reputation for growth and repeat business
15. To carry a proportionate caseload of apprentices
16. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	- English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level - Minimum of Level 3 qualification in vocational area for specific sector discipline. - Level 3 Training, Assessment, and Quality Assurance assessor award - Level 3 teaching qualification/requirement to undertake (sponsored by the College) if not already in receipt of one.	- Level 3 Training, Assessment, and Quality Assurance assessor award - Health and Safety qualification (IOSH or NEBOSH). - Team leading qualification - Coaching mentoring qualification
Knowledge	- Conversant in the use of IT and software packages including e-portfolio systems - Liaising with industry and employers - Understanding of the business landscape in the locality - Knowledge of recruitment and progress monitoring processes - Knowledge of safe working practices - Ability to carry out progress and coaching reviews in the sector discipline - Understanding of, and commitment to, the principles of equity, inclusion and belonging - Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting - Understanding of the principles of data protection	
Skills	- Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders - Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook - Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines - High levels of attention to detail and accuracy - Ability to provide a responsive and professional level of customer service at all times	
Experience	- Relevant industry experience - Experience of assessing and verification - Liaising with industry and employers - Experience of coordinating a small team - Experience of monitoring and reporting on Key Performance Indicators (KPIs)	Understanding of apprenticeship DfE funding requirements
Attributes	Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence	

	Essential	Desirable
	• Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach • Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions • Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

