



JOB DESCRIPTION

Job Title: Head of Apprenticeships /Programmes

Reporting to: CEO

Main Aim:

To oversee and effectively manage the design and delivery of Apprenticeship Standards across the centre, in line with the organisation's strategy.

This is a full-time on-site role at GET Barnwood with occasional travel to the Forest of Dean.

Duties Include:

Planning and Financial Management

- Create annual operating plans, with support of the Finance Manager to fulfil the strategic direction set by the Board of Governors and correlate with annual operating budgets. Present annual plans to the Board of Governors for approval.
- Ensure the organisation's resources are managed within budget guidelines according to current laws and regulations.
- Ensure the provision of prompt, thorough, and accurate operational information to the CEO and Board of Governors.

Operational Management

- Manage the design, delivery, and quality of programmes and services across the centre, through effective management of Managers and their departments.
- Create, monitor, and manage procedures to implement the approved operating plans.
- With support from the Senior Management Team, ensure compliance with legal and regulatory requirements.
- Evaluate designated teams and the Staff performance on a regular basis and ensure that the CEO, Staff and Board of Governors have sufficient and up-to-date information on company performance.
- To attend all Board Meetings and present an Operations Report in a format agreed with the CEO.

Quality Assurance

- With the support of the Quality Manager, oversee quality assurance across the organisation, managing the compliance with legal and regulatory requirements as appropriate.
- Engage with customers on a regular basis to review delivery service levels and customer satisfaction.
- Deal with any complaints/concerns from employers regarding GET's services and provision liaising with the CEO on outcomes.
- Work with the Quality Manager in the preparation for AO, ESFA or Ofsted inspections.

Staff Management

- Lead and motivate Manager's and other subordinates to ensure effective performance in their roles and responsibilities.
- With support from the Senior Management Team and HR, ensure the processes for selecting, developing, motivating and evaluating Staff are utilised.
- Liaise with CEO on recruitment requirements and succession planning within budgetary capabilities to ensure optimum service and delivery.



- Work with Senior Management Team in developing and maintaining processes for retention and succession planning within the delivery and skills teams.
- Ensure training and delivery Staff are adequately trained and encourage continuous personal and professional development.
- Effectively manage direct reports, carrying out annual PDR's and regular 1:1's, identifying development opportunities and providing support and guidance as required.
- Ensure PDR's and subsequent development plans are carried out across the teams. Manage and support the Senior Management Team in their people management responsibilities.
- Promote and ensure the effective management of any safeguarding issues across site.
- Communicate and engage with Staff at all levels to ensure the organisation's delivery requirements, goals and ongoing performance are known and understood.

Health and Safety

- Responsible for overseeing the organisation meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
- Responsible for overseeing the centre management and monitoring of Health and Safety standards, processes, communications, training and systems.
- Identify and communicate the key Health and Safety priorities and support the Senior Management Team and other stakeholders to ensure successful implementation.

CEO Absence

- Deputise for the CEO should there be longer term absence, in respect of their operational duties.

Standard Responsibilities

- Promote always GET and its business in a positive manner and ensure relevant positive press coverage is maintained in the local and social media.
- Promote the equality, diversity and safeguarding of learners, staff, and visitors always.
- Contribute to the implementation of the company business plan, self assessment report and quality improvement plan and processes.
- Always maintain discipline and cleanliness within the centre.
- Ensure a high standard of health, safety and welfare to learners, staff, and visitors always.
- Ensure own training and development is up to date and relevant to current industry.
- Comply and assist with GTAE requirements, audits, and inspections.
- We reserve the right to request employees to assist with reasonable additional duties as and when required, including attendance at careers fairs and similar business-related events.

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Qualified Engineer with a background in industry. • Understanding of Apprenticeships Standards (England) and post 16 education. • Understanding of the Education Inspection Framework. • Understanding of Assessment and Internal Quality Assurance. • Proven track record of effective people management. • Exceptional organisation, planning, and administration skills. • Highly computer literate: confident and proficient with Word, Excel, PowerPoint, Outlook, internet, and data entry. • Self-motivated, punctual, reliable, able to maintain confidentiality. • Excellent written and spoken (face to face and phone) communication skills. • Excellent numeracy skills. • Ability to show initiative in developing the role and to work with minimal supervision. • Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues. • Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines. 	<ul style="list-style-type: none"> • Experience of planning and managing budgets. • Understanding of legal obligations of charities and small employers. • Understanding of the Apprenticeship funding methodology and rules. • Understanding of learner welfare, safeguarding and equality of opportunity in post 16 education. • Confident at public speaking internal and external to the organisation.