

JOB TITLE: Apprenticeship Delivery Coordinator

REPORTS TO: Apprenticeship Manager

1. PURPOSE OF JOB

To support the delivery of the Apprenticeship Mission and Vision at Ashorne Hill.

Mission –*To work in partnership with clients to deliver business driven, levy funded Leadership and Management Apprenticeships, which accelerate individual and organisational learning*

Vision –*To be recognised by clients, participants Ofsted and ESFA as the best in class at providing leadership and management apprenticeships*

2. PRINCIPAL ACCOUNTABILITIES

- To act as an Apprenticeship champion and subject matter expert both internally and externally so that Ashorne Hill reflects best practice and industry trends in designing and delivering Leadership and Management Apprenticeships
- To represent Ashorne Hill at external events involving Apprenticeship clients, ESFA, OFSTED, Institute for Apprenticeships, Education Training Foundation, CMI, ILM, AELP
- To ensure the Apprenticeship team are developed in order to carry out their role and also meet any new requirements
- To source and manage remote colleagues i.e. trainer/ coach roles nationally as required
- To monitor the trainer / coach team in delivering the curriculum (learning pathway/training plan) for each apprenticeship programme to meet apprentice, client, Ashorne and ESFA Ofsted requirements
- To support the production of materials including Management Direct learner journeys for each programme
- To manage and implement quality systems and IQA activity such as standardisation meetings, teaching and learning observations, assessment sampling, apprentice feedback mechanisms, policy and procedure compliance and process maps to meet ESFA, OFSTED and awarding body requirements
- To support the Self-Assessment for OFSTED on a yearly basis and implement the actions as a result
- To work with business development and marketing to ensure Ashorne Hill Apprenticeships are marketed to gain new business
- To develop the capability of the Apprenticeship Team in using flexible assessment methods to support Apprentices in the End Point Assessment and meet awarding body requirements
- To support fully embedding British Values, Prevent and Safeguarding in all Apprenticeship Programmes
- To manage the Functional Skills element to the Apprenticeships

- To audit and monitor accuracy for ESFA and other data in order to ensure transparency of operations
- To be able to carry out claims and systems activities in the absence of the Apprenticeship, Safeguarding and Administration Coordinator
- To act as the Deputy Nominee at Ofsted Inspection

3. KNOWLEDGE and SKILLS

Please note you MUST have Apprenticeship Deliver Experience to be considered for this role.

Essential

- Qualifications – Assessing/ IV and IQA qualifications, Teaching/ Work based learning Qualifications (CAVA/A1, D32/33, D34, V1, PTLLS, PGCE, City and Guilds 730)
- Knowledge and understanding of the work-based learning sector
- Excellent understanding of funding regimes, ESFA compliance and OFSTED (CIF)
- Experience of implementing an IQA strategy
- Knowledge and understanding of good teaching and learning practices
- A background in Leadership and Management development interventions
- Experience of ILM and CMI accredited qualifications
- Working knowledge of the new Leadership and Management Apprenticeship Standards

Desirable

- Experience of designing complex programmes using a mix of learning methodologies which include effective application in the workplace
- Experience of using flexible assessment methods
- Experience of developing and managing a remote team of trainer coaches
- Experience of marking and assessing ILM and CMI accredited programme
- Understanding of the Functional Skills element to apprenticeships
- Experience of delivering, supporting and assessing functional skills
- Previous experience managing the awarding body requirements (acting as centre contact) for NCFE or other similar awarding body.
- Experience of OFSTED inspection

Ashorne Hill offer excellent benefits which includes 22 days holiday per year rising to 27 days over 5 years and a profit share bonus related to the organisation's performance is declared at the end of each financial year

You must have own transport and full UK driving license

Job Type: Full-time

Salary: £25,000.00 to £30,000.00 /year

To apply please forward CV and covering letter to:
Clare.Gibbons@ashornehill.co.uk