

Job Title **Delivery Team Director**

Reports to: **Managing Director**

People responsible for: **Delivery Team**

Purpose:

1. To develop, implement and monitor a curriculum that meets the needs of all stakeholders ensuring compliance with Department for Education (DfE) the Education and Skills Funding Agency (ESFA), the Office for Standards in Education (Ofsted), Awarding Organisations, End Point Assessment Organisations (EPAOs) employers and apprentice/learner requirements.
2. The overall management of facilities, ensuring these meet the needs of the organisation.

Main duties:

1. Work with the trustees and directors to develop and implement a clear vision, mission and strategy to support current and futures business for apprenticeships and commercial training.
2. Contribute to resource planning and budget preparation through working with other Directors and Delivery Team members.
3. Contribute to the development of the annual Self-Assessment Report: SAR and participate in achieving the objectives defined in the Quality Improvement Plan: QIP. Use the QIP as a continuous improvement tool.
4. Recruit, induct and manage deliver team staff in line with resource planning and budgets.
5. Effectively support, develop and performance manage the day-to-day activities of the delivery team.
6. Gain and maintain approval to deliver the qualifications required; undertake centre co-ordination and manage the Internal Quality Assurance: IQA processes for EAL and Pearsons (including work-based learning qualifications). Including:
 - Completion of awarding body self-assessment reports and Online Support for Centre Assessors (OSCA)
 - Leading awarding body monitoring visits
 - Leading standardisation activities
 - Registrations
 - Tracking of qualifications
 - Calculating grades and requesting completions
7. Developing, timetabling and resourcing for the delivery team covering the training centre and workbased learning to meet the needs and expectations of relevant interested parties.
8. Day to day management of training centre learners, including overseeing:
 - Induction.
 - Attendance and punctuality monitoring.

- Learner Knowledge, Skills, Behaviours (KSBs) and performance management.
 - Health, safety, wellbeing, safeguarding and prevent.
 - Effective record keeping.
 - Gathering and analysing learner feedback through Apprentice Consultative Committee (ACC) meetings and Apprentice Perception of Course (APOC) questionnaires
9. Managing the following functions associated with the delivery of apprenticeships:
 - Functional Skills
 - Off the job curriculum
 10. Communicating and liaising with employers on all matters concerning the delivery team activities, including apprentice progression, issues/problems and employer requirements.
 11. Working with the other directors and delivery team to ensure a seamless progression for apprentices from onboarding to completion.
 12. Chairing and/or contribute to the following meetings:
 - Delivery team meetings
 - Standardisation meetings
 - Examination board meetings
 - Health and safety meetings
 - Apprentice consultative committee meetings
 - Quality of training meetings
 13. Effectively manage the Concerns Database and any issues that may be raised by interested parties relating to the delivery team.
 14. Investigating any complaints that may be raised in association with the delivery team.
 15. Oversee the appropriate replenishment of tools, equipment and consumables for the training centre.
 16. Oversee repairs and renewal of facilities, including buildings, grounds and associated contractors including the cleaning contract.
 17. Oversee the work undertaken with the Health and Safety Consultant in all matter relating to occupational health and safety.

General Expectations-

- To apply the Appris safeguarding policy, prevent and welfare procedures and to raise any issues with a designated person.
- To apply the Appris professional standards and management competencies.
- To take good care of own health, safety and welfare and that of other persons who may be affected by his or her acts or omissions in the workplace.
- To oversee any work situation that presents a potential or actual health, safety or welfare hazard.
- To support Appris to comply with the requirements of the Data Protection Act and GDPR.

Education and Qualifications

- Leadership and Management Chartered or Fellow
- CIPD Level 5 Certificate (or above) in Learning and Development
- Level 4 Diploma (or above) in Learning and Development Management
- Certificate (or above) in Training Practice

Previous Experience

- Management in an industrial environment linked to engineering advanced apprenticeship programs.
- Networking with local schools, colleges, training providers, apprenticeship and careers advisors in Yorkshire.
- Experience of working with colleges and training providers in developing and delivering apprenticeships and training provisions that meets the industry needs.
- Experience in leading the recruitment and selection of applicants for multiple apprenticeship pathways.
- Experience in presenting and training delivery.
- Experience in managing the coordination of training delivery or programs including progress tracking.
- Experience in managing apprentice health, safety, wellbeing, safeguarding and prevent.