

Job Description

JOB TITLE:	Electrical Apprenticeship Programme Lead
GRADE:	Support Scale M
REPORTS TO:	Head of Apprenticeships
CAMPUS:	Slough & Langley
JOB PURPOSE:	Manage and oversee the Electrical Apprenticeship provision ensuring we are providing quality delivery and servicing to apprentices and employers.

Main Duties: N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

1. Ensure the quality of the Electrical apprenticeship provision at Slough & Langley College throughout the learner journey.
2. Oversee and provide leadership for the delivery of the Electrical apprenticeship provision.
3. Line management responsibilities of Electrical apprenticeship staff including 121's, curriculum planning and standardisation meetings.
4. To train and coach a caseload of apprentices to meet the key skills, knowledge, behaviours and objectives, through planning and completing assessments and progress reviews for learners engaged in Apprenticeship for the Electrical standards, monitoring learner performance, identifying at-risk apprentices early and initiate appropriate intervention and support strategies.
5. Be the point of contact for Electrical apprentices, employers and stakeholders and work closely with the local and national employers to ensure our apprenticeships are meeting industry needs.
6. To ensure all apprentices are delivered quality training that is planned with structure and effectiveness through creating lesson planning and programmes of learning reflective of the apprenticeship standards and required curriculum.
7. To be part of the curriculum planning process for Apprenticeshipss, including curriculum meetings, EQA monitoring and arranging and conducting relevant IQA assessments.
8. Take responsibility for meeting targets in learner retention, achievement, and employer satisfaction, tracking and supporting the development of apprentices' skills, knowledge, and behaviours in preparation for EPA (AM2S).
9. Lead the team in implementing best practices, contributing to self-assessment reviews (SAR) and quality improvement plans (QIP).
10. To lead EQA visits for the Electrical apprenticeship provision.

11. To follow the college lesson observation policies and ensure you and your team meet the expectations of the college to provide apprentices with high quality teaching and coaching.
12. Ensure effective policies, processes and procedures are in place to ensure the quality of the learner journey from initial enquiry to completion of qualification.
13. Work with Head of Apprenticeships to ensure apprenticeships within your area are meeting expectations.
14. Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.

Any other duties commensurate with the level of responsibility within the Group.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students, and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 Maths	X		AF
Appropriate Degree or vocational qualification in Electrical Installation/Maintenance (5357 or equivalent). 18 th Edition & AM2/AM2S	X		AF / IV
Assessor qualification (e.g. A1, TAQA, CAVA)	X		AF / IV
Level 5 Teaching Qualification or willingness to work towards		X	AF / IV
EXPERIENCE			
Proven experience of managing or coaching a team	X		AF / IV
Experience of ensuring quality of training and curriculum		X	AF / IV
Proven experience of working with awarding bodies, EQA's, IQA's and curriculum teams.	X		AF / IV
Working with students of differing levels of ability and backgrounds. Experience and knowledge of Additional Learning support for Apprentices		X	IV
Knowledge and evidence of ongoing curriculum development and managing the learning process		X	IV
Experience of using digital platforms for teaching, assessment and tracking	X		IV
SKILLS, KNOWLEDGE AND ABILITIES			
Be highly organised, methodical and have a flexible approach to working practices	X		AF
Proven ability to use Microsoft Office, Word, Outlook, and PowerPoint	X		AF
Proven ability to work independently and as part of a large team, including the ability to team teach.	X		AF
Demonstrable excellent oral and written communication skills.	X		AF

KEY:

- Evidence of all the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test/Presentation