

## Job Description

### Apprenticeships Performance Manager

<b>Job title</b>	<b>Apprenticeship Performance Manager</b>
<b>Reports to</b>	<b>Head of Apprenticeships Delivery Manager</b>
<b>Works with</b>	Apprenticeship Director, Head of Apprenticeships Delivery Manager, Apprenticeship Programme Co-ordinators, Apprenticeship Tutors, Quality, Compliance and Impact Manager, Team, e learning Team, Early Years Specialists, Sales Manager, Teaching Assistant Curriculum Lead
<b>Location</b>	Remote and some Bristol Office (travel will be required to Bristol at least 6 times per year)
<b>Starting salary</b>	£37,800
<b>Main Purpose of Job</b>	<b>Responsible for the leadership and operational management for the delivery of a variety of Early Years and Teaching Assistant Apprenticeship programmes</b>

### Main Duties

To carry out the leadership and operational management to ensure a highly effective experience for Early Years and Teaching Assistant Apprenticeship programmes, to ensure learners follow individualised pathways and maximise their potential and progress towards timely success.

<b>Job Responsibilities</b>
<b>Programme leadership</b>
Performance management of team, ensuring contractual targets and objectives are met in terms of timely success rates, non-starters, referrals and progressions.
Direct responsibility for the recruitment, management and support of a team of Apprenticeship Tutors (cross sector).
To lead a team of Apprenticeship Tutors, setting monthly KPIs to ensure the timely completion of all elements of the Apprenticeship programme including functional skills and additional learning support.
Responsible for the continual staff training to ensure consistency of processes and practices to meet funding, regulatory and inspectorate requirements.
To undertake monthly one to ones to appraise and coach ATs and feed into their personal development plans and the Quality Improvement Plan
To support the development of the ATs, both new and existing, ensuring they follow funding guidelines as set by the ESFA and up to date inspectorate requirements.

To train new ATs in BPN systems and policies, induction to the business including ILPs and Additional Learning Support, mentoring and functional skills and IT systems including Bud
Address under performance and implement corrective methods.
Supporting business growth; working alongside the sales department to maximise new business sales and learner recruitment.
Ensure all learner qualifications are claimed on successful completion
Support on the introduction of new Standards Apprenticeship programmes
<b>Teaching Learning and Assessment</b>
Conduct regular observations of teaching and learning in the field
Share teaching, learning and assessment (TLA) good practice and celebrate learners' and others' successes
Ensure high levels of learner attendance in all eLearning sessions and monitor tracking of individual learner progress
Monitor Health & Safety checks as appropriate to ensure they are current and kept so
Monitor the delivery of functional skills (supporting the Apprenticeship Tutors) for learners to be able to continuously develop their English and maths skills and/or to achieve the level required by the programmes and carry out all monitoring and claiming activities
Maintain records and deliver reports as required by the SLT including those from Bud as required
<b>Quality Management</b>
Be responsible for the programme performance against key performance indicator (KPI) measures reporting any issues to the Quality Team
Prepare termly SAMS, input into the annual departmental SAR and prepare Quality Improvement plans for each programme
Ensure and maintain standards and quality by engaging with and using BPN quality systems
Contribute to the evaluation of TLA procedures to enhance the learner experience and support Continuous Professional Development (CPD)
Ensure team meetings are held to standardise practice, share information and good practice, and plan and implement improvements in collaboration with the QCI Manager
Work as part of the Department's lesson observation team to support continuous professional development and enhance learner experience
<b>Co-ordination and Support</b>
Work closely with the other Performance Managers, Sales, Compliance, Finance and Administration Teams to ensure cohesive approach to the learner experience from application to completion.
Support the Team as required to ensure the smooth running of apprenticeships

Supply information to employees and employers to support apprenticeship programmes
<b>Continuous Professional Development</b>
Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice
Actively participate in BPN performance management processes, including appraisals to support personal and professional development and enhance learner experience
<b>Administration</b>
Assist with all relevant documentation to progress apprentices, measure intent, implication and impact and share information
Maintain documentation that records the progress of candidates on programme against specified targets
<b>Other</b>
Ensure all safeguarding policies and procedures are followed
Work to ensure health and safety is maintained for all at all times
Any other duties connected with the post as are reasonably required from time to time
Support and promote equality and diversity at BPN to ensure equality of opportunity for all

## Qualifications/Skills/Knowledge/Qualities

The success of Best Practice Network rests on a very strongly felt and shared set of values which determine its strategic direction. It is crucial that the successful candidate shares our values of student-centredness, equality of opportunity and parity of esteem for staff and students.

At Best Practice Network we are:

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, employer and community needs
- Always aspiring to the highest standards
- Professional and enterprising
- Innovative and creative
- Friendly and welcoming

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

Essential Criteria	How Measured
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Proven experience of driving quality learning including working to and achieving learner start and completion targets.	Application/Interview
Excellent knowledge and experience of Apprenticeships and funding streams.	Application/interview
Proven experience of working within a similar Operations/Performance Manager role with recent experience of managing a team of Assessors delivering on the New Standards	Application/Interview
Excellent communication and organisational skills.	Application/Interview
Full, clean driving licence and use of a vehicle. Must be flexible with travel.	Licence/Interview
High level of literacy and numeracy skills	Application/interview
Have strong IT skills and be able to work with e-portfolios and a variety of software platforms	Application/Interview
Confident and professional with the ability to work with people at all levels and to develop strong professional relationships with stakeholders	Application/interview
Have a good understanding of Ofsted requirements.	Application/Interview
Excellent time-keeping skills and be able to work on your own initiative, prioritising your workload at all times.	Interview
<b>Desirable Criteria</b>	<b>How Measured</b>
Hold solid, occupational experience within an educational/training environment in either early years or teaching	Application/Interview