

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD.**

JOB DESCRIPTION

Post Title:	Training and Skills Lead for Business and Workplace Learning	Grade:	Lead 1 - 3
Post Number:	LC0175P	Date:	November 2019
Line Manager:	Head of Apprenticeships – Business and Service Sector		
Directorate:	Employer Provision		
Daily Supervision:	Head of Apprenticeships – Business and Service Sector		

Job Purpose:

1. To successfully lead and manage Employer Provision Business and WPL teams through effective line management and performance management, in order to ensure high quality apprenticeship and workplace learning provision.
2. To assist with the management of employer based provision in order to meet the strategic objectives of Lincoln College. In particular, to achieve and improve the quality and extent of employer based provision.
3. To assist the Head of Apprenticeships – Business and Service Sector in the delivery of the strategic and operational requirements of the Directorate and Lincoln College.
4. To support the development and implementation of quality improvement planning relating to the delivery of employer-based work, through engaging with key stakeholders, including employers and learners.
5. To work with the Head of Apprenticeships – Business and Service Sector to contribute to the growth and development of the Directorate to meet local and national employer and learner needs.

Principal Duties and Responsibilities:

1. To provide dynamic leadership, management and team work that contributes to a culture of high expectations.
2. To be responsible for line managing and developing the Assessor / Instructors within their delivery team and determine and monitor caseloads, and liaise with curriculum areas of the College who deliver on apprenticeship programmes to ensure quality of provision throughout the learner journey.
3. To assist the Head of Apprenticeships – Business and Service Sector with employer based delivery, curriculum development, resource deployment, staff development, marketing and customer care.
4. To manage the day to day running of the delivery area, within the scope of the role, including the maintenance of effective course level administration as required by the awarding organisations.
5. To undertake 8 hours training and/or assessment work per week commensurate with the role.
6. To implement improvement and take responsibility for the production of course level Self-Assessment Reviews and Quality Improvement Plans, which includes maintaining Score Cards in conjunction with the Head of Apprenticeships – Business and Service Sector.

7. To assist the Head of Apprenticeships – Business and Service Sector in the co-ordination of performance management information (targeting, monitoring, caseload and income generation) and monitor retention, achievement and success rates.
8. To monitor delivery plans, records of work and any other documentation required to comply with Lincoln College policies, systems and procedures, within the scope of the Directorate.
9. To review and develop training and learning strategies, in liaison with the Head of Apprenticeships - Business and Service Sector.
10. To liaise with internal and external stakeholders as required, specifically but not exclusively Business Development and employers to generate new provision.
11. To manage and undertake the induction and enrolment process including the generation of the learner e-portfolio account and coordination arrangements for examinations.
12. To ensure support is put in place for any student who has identified a need for learning support.
13. To develop and implement course portfolio and maintain as required.
14. To contribute to and implement Lincoln College's quality systems and standards.
15. To undertake observations and support the mentoring of new staff as required.
16. To undertake cross College roles as directed.
17. To accept responsibility for the implementation of the College's Equal Opportunities policy.
18. To maintain professional standards and expertise by undertaking relevant professional development.
19. To conform with the Health and Safety requirements relevant to the post.
20. To contribute towards the development of an inclusive learning environment.
21. To be responsible for the safeguarding and promoting the welfare of children and vulnerable adults wherever applicable within the role.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

**LINCOLN COLLEGE
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PERSON SPECIFICATION FORM**

Post Title: Training and Skills Lead for Business and WPL **Grade:** Lead Scale 1-3

Post No: LC0175P **Date:** November 2019

No	Requirement	Proposed Selection Method *
Knowledge		
1	Level 4 Professional teaching qualification (or equivalent) or the ability and willingness to obtain this within 2 years of commencing employment (4 Years for fractional posts)	A/I
2	Possession of an appropriate degree or professional qualification linked to employer based provision in the specialist industry	A/I
3	Higher Degree / Quality Assurance qualification (desirable)	A/I
Skills/Abilities – Interpersonal		
4	Excellent communication skills (written and oral)	A/I/T
5	Ability to work in a non-discriminatory manner	A/I
6	Ability to demonstrate effective budget management	A/I
7	Ability to demonstrate effective management skills	A/I/T
8	Ability to demonstrate compliance with College systems, policies & procedures	A/I
Experience		
9	Ability to demonstrate strong record of performance and success of delivery within a further educational setting.	A/I
10	Recent successful experience of delivery, coordination/management & development within a further education setting particularly in relation to improving success rates and quality of delivery.	A/I/T
Work Related Circumstances		
11	The ability and willingness to undertake relevant staff development	A/I/T
12	Recent experience of developing relationships with employers and contributing to income generation	A/I
Skills/Abilities – Other		
13	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I
14	Ability to work flexibly and to tight deadlines	A/I
15	Appropriate computer literacy to undertake duties e.g. PowerPoint, Excel, email and ProAchieve	A/I
16	Ability to travel to various locations	A/I
17	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared by: Lucie Hulme

Designation: Head of Apprenticeships – Business and Service Sector

Date: Nov 2019

* **A = Application Form**

I = Interview

T = Test