

# LINCOLN COLLEGE

## JOB DESCRIPTION

**Post Title:** Head of Training and Skills                      **Grade:** MS 5-8  
**Post Number:** LC0447P                                              **Date:** October 2018  
**Line Manager:** Director of Apprenticeships    **Directorate:** Employer Provision  
**Daily Supervision:** Director of Apprenticeships

### Job Purpose:

1. To provide operational leadership and management of Employer Provision in order to meet the strategic objectives of Lincoln College, but particularly to achieve and improve outcomes and success rates, and the delivery of employer based work.
2. To assist the Director of Apprenticeships in the delivery of the strategic and operational requirements of the Directorate and Lincoln College.
3. Working with the Director of Apprenticeships, contribute to the growth and development of the Directorate to meet local and national employer and learner needs.

### Principal Duties and Responsibilities:

1. To improve the learner journey through a focused approach to quality improvement and quality assurance.
2. To assist the Director with employer based delivery, curriculum development, resource deployment, staff development, marketing and customer care.
3. To be responsible for the line management and development of Training & Skills Leads and be overall responsible for staff within the delivery team.
4. To implement improvement and take responsibility for the production of employer related Self-Assessment Reviews in conjunction with the Director and Training & Skills Leads.
5. To assist the Director in the co-ordination of performance management information (targeting, monitoring, caseload and income generation) and monitor retention, achievement and success rates.
6. To monitor schemes, records of work and any other documentation required to comply with Lincoln College policies, systems and procedures, within the scope of the Directorate.
7. To review and develop training and learning strategies, in liaison with the Training & Skills Leads.
8. To liaise with internal and external stakeholders as required, specifically but not exclusively Business Development and employers to generate new provision.
9. To monitor and control financial allocations to the Directorate as delegated by the Director efficiently, economically and effectively.
10. To assist the Director in monitoring the use of accommodation and physical resources within the Directorate.
11. To contribute to and implement Lincoln College's quality systems and standards.

12. To undertake observations and co-ordinate the mentoring of new staff as required.
13. To undertake cross College roles as directed.
14. To encourage a culture of continuous improvement and the development of good practice.
15. To accept responsibility for the implementation of the College's Equal Opportunities policy.
16. To maintain professional standards and expertise by undertaking relevant professional development.
17. To conform with the Health and Safety requirements relevant to the post.
18. To contribute towards the development of an inclusive learning environment.
19. 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  
PERSON SPECIFICATION FORM**

**Post Title:** Head of Training & Skills

**Grade:** MS 5-8

**Post No:** LC0447P

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<b>No.</b>	<b>Requirement</b>	<b>Proposed Selection Method *</b>
<b>Knowledge</b>		
1	Possession of Certificate in Education, PGCE or equivalent (i.e. full professional teaching qualification)	A/I
2	Possession of Management Qualification (desirable)	A/I
3	Possession of an appropriate degree or professional qualification linked to the School's curriculum	A/I
4	Higher Degree (desirable)	A/I
<b>Skills/Abilities – Interpersonal</b>		
5	Excellent communication skills (written and oral)	A/I/T
6	Ability to work in a non-discriminatory manner	A/I
7	Ability to demonstrate compliance with college systems, policies and procedures	A/I
<b>Experience</b>		
8	Recent experience of leading and managing employer based/apprenticeship provision	A/I/T
9	Recent successful experience of leading curriculum development	A/I/T
10	Experience of effective and efficient use of resources both human and physical	A/I
11	Experience of performance management, appraisal and the monitoring of standards	A/I
12	Experience of successful Quality Improvement and Quality Assurance of employer based/apprenticeship provision	A/I
<b>Work Related Circumstances</b>		
13	The ability and willingness to undertake relevant staff development	A/I
14	Recent experience of developing relationships with employers and generating additional income	A/I
<b>Skills/Abilities – Other</b>		
15	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I
16	Ability to work flexibly and under pressure	A/I
17	Appropriate computer literacy to undertake duties i.e. PowerPoint, Email and Internet	A/I
18	Ability to travel to locations	A/I
19	A demonstrable ability to implement decisions, policies and procedures made by senior managers	A/I
20	A proven ability to demonstrate commitment to the college	A/I
21	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

**Prepared By:** Mark Locking

**Date:** October 2018

**Designation:** MD (Education & Training Delivery)

\* **A = Application Form**

**I = Interview**

**T = Test**