

## **Job Description**

**Job Title: Team Leader Apprenticeships**

**Reports to: Regional Delivery manager**

**Location: Home Based role with travel across the country**

### **Purpose**

To manage a team of Teaching Assessors to ensure effective deployment of resources and achievement of agreed performance and quality KPIs. Ensuring workflows are carried out / delivered in line with funding rules and that high-quality delivery standards are maintained. To provide expert support, information, advice and guidance to all staff, learners, and other stakeholders in relation to supporting all identified learners and assist in closing any achievement gaps across all groups of learners within Ixion.

Ensure systems and processes are being adhered to through effective monitoring, control and reporting in line with contractual requirements and Ixion Group's Quality Assurance Framework

Provide a varied programme of delivery in line with the required qualification specifications and offer an integrated programme of teaching, training, support mentoring and development of learners.

Quality teaching must be adhered to in line with awarding organisation standards and Ixion scheme of works to ensure the timely achievement of learner goals and qualifications as per company and regulating bodies KPIs.

This is a peripatetic role which will require delivery of skills contracts.

### **Main Duties and Responsibilities**

1. Ensure that contractual performance is maximised in line with expected financial revenue targets and margins as per C1 accountabilities.
2. Driving contractual deliverables, such as 8-10 weekly reviews and maximum performance.
3. To work to ensure that Teaching Assessors are providing outstanding teaching, learning and assessment, delivering excellent outcomes for all learning and skills provision.
4. Ensure all operational staff submit accurate learner information for processing to shared service in a timely manner and action any anomalies in time for month end claims.

5. Ensure Teaching Assessors provide excellent outcomes for learners for all qualifications, functional skills, and additional support.
6. Carry out monthly caseload reviews with all Teaching Assessors to support driving progression of learners and identifying support areas. Ensure caseload review documents are completed and electronically stored.
7. Support the team with their day-to-day administration and performance.
8. Ensure team meetings and other activities take place in line with corporate governance, ensuring accurate minutes are taken and electronically stored.
9. Monitor Teaching Assessor use of electronic portfolio system to record learner interventions, reviews, upload work and 20% off the job training. Ensure learner information, ensuring quality and integrity of data is accurately recorded and submitted efficiently to meet contractual requirements
10. Highlight and where appropriate deal with learner issues and provide focussed learner support and identifying and providing additional learning support where required. Monitoring of Cognassist usage to ensure learners are provided with additional support where a need is identified.
11. Take an active role in preparation toward Ofsted inspections as well as taking part in Inspections as requested – This includes but is not limited to striving to achieve and maintain standards – including maintaining own CPD and maintaining occupational competence in areas of expertise.
12. Ensure all quality and compliance processes are fully adhered to mitigate risks to funding and success rates and to ensure Ixion remains at Grade 1 Ofsted standard. This includes Deep Dives and Audits.
13. Liaise with staff in other departments/delivery sites, and with external contacts.
14. Induct new members of staff and ensure HR processes and procedures are followed.
15. Liaise with nominated person for Health & Safety, to ensure the safety of all customers and staff.
16. Liaise with Designated Person, to ensure the safety of all customers in accordance with Ixion's Safeguarding Children & Vulnerable Adults Policy.
17. Promote the principles of equality and diversity (as set out in Group Equality & Diversity Policy) and ensure all other policies and procedures of the company are always applied.
18. Ensure that you and your team work to the Groups vision, values, objectives, and priorities and are strongly committed to them.
19. Carry out ad hoc duties as and when required by the Company.
20. Ensure that yourself and the Teaching Assessors attend training events and CPD.

## **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.

2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality, and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center"><b>Person Specification</b>  <b>Job Title: SEN Lead</b>  (E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• NVQ Management Level 3 qualification or equivalent (E)</li> <li>• D32/33/A1 or equivalent training/assessment related qualification (E)</li> <li>• At least PTLLS or other Teaching qualifications (E)</li> <li>• L2 or equivalent in Reform Functional Skills Maths, English &amp; ICT (E)</li> <li>• Sector knowledge and experience (E)</li> <li>• Demonstrate up to date occupational competence (E)</li> <li>• Evidence of continuous professional development (E)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience and knowledge of delivering Apprenticeship standards (E)</li> <li>• Experience and knowledge of training and/or assessment delivery (E)</li> <li>• Experience of managing a remote team of teaching assessors (E)</li> <li>• Experience of managing a target driven team (E)</li> <li>• Experience in the delivery Maths and English (D)</li> <li>• Experience of teaching within Education establishments (E)</li> <li>• Experience and knowledge of Government Funding streams and appropriate quality and compliance frameworks e.g., Education Inspection Framework and Matrix (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Self-management. Effective management of workload and caseload (E)</li> <li>• Relationship management. Develop and maintain productive relationships with your Team, Management, Learners, and all key stakeholders (E)</li> <li>• Customer and Employer focused – committed to understanding learner aspirations, supporting learner and employer needs (E)</li> <li>• Proven ability in project planning and meeting time, cost, and quality targets (D)</li> <li>• Able to monitor and maintain records (E)</li> <li>• Competent in use of IT including Microsoft Word, Excel, and PowerPoint to intermediate user level (E)</li> <li>• Working knowledge of all relevant legislation (E)</li> <li>• Able to ensure contractual compliance and provide financial and performance information to agreed specification (E)</li> </ul>

**Personal qualities, communicating and relating to others**

- Strong awareness and proactive approach to Health & Safety issues (E)
- Skilled in Customer and Employer liaison and relationship building(E)
- Ability to use initiative when required and take a problem-solving approach to work tasks (E)
- Ability to work well as part of a team and independently when required (E)

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an enhanced level (E)

**Other**

- Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)
- Willingness to travel across a geographical area as required. (E)
- Geographically able to work with learners in a required area (E)