



Apprenticeship Operations Manager For Spencer Apprenticeships

Establishment: Spencer Academies Trust
Post Title: Apprenticeship Operations Manager, Spencer Apprenticeships
Grade/Pay Range: £47,754 - £52,805 based on experience (NJC38 – NJC43)
Hours/weeks: Full time permanent contract
Reporting to: CEO of Spencer Academies Trust and the Director of the Spencer Alliance for Leadership and Teaching
Department/Team: Spencer Academies Trust

Job Description

The Spencer Academies Trust is a dynamic organisation committed to delivering the best in opportunities and outcomes for the thousands of children and young people across the East Midlands. Our commitment to staff development is seen within our apprenticeships provision: **Spencer Apprenticeships**. It is committed to high quality professional training for the education sector, supporting excellence in education and securing best possible outcomes for children and young people. Based in the East Midlands, this arm of work within Spencer Academies Trust has been established since 2021 and is continuing to grow in the range of programmes: Teacher (level 6), TA (level 4) and Early Intervention Practitioner (level 5) – new this year.

Our trust is a significant levy payer, and we are aware that is the case for other MATs and schools, in an area that underuses the levy and the opportunities it affords for high quality staff development. We are looking to recruit an **Apprenticeship Operations Manager** to help us develop the provision. **This is a pivotal role if you want to make a real difference at a time when our business is growing.** The success of our programme so far was recognised in our Ofsted monitoring visit in September 2023, where we were awarded with a 'significant progress' judgement across the provision.

The Apprenticeship Operations Manager will develop, implement and oversee our apprenticeship programme, leading on plans to ensure **compliance with Ofsted's framework** and be **ESFA audit ready**. The apprenticeships will be for both our own schools as a MAT but also the wider education, so employer engagement within and beyond our own organisation will be pivotal. You will work closely with the CEO of Spencer Academies Trust and the senior leadership of the Spencer Alliance for Leadership and Teaching to ensure successful delivery of apprenticeships in order to maximise the achievement of outcomes and deliver the performance expectations of employers.

We are looking for a dynamic, inspirational individual who is forward thinking and committed to developing the service. Ideally you will have a working knowledge of Ofsted and ESFA requirements relating to apprenticeships, functional skills and End Point Assessment along with a good understanding of the Individual Learning Records System. Experience of working in a similar role in an organisational with Apprenticeship Provider status is desirable.



The suitable applicant will be friendly and organised with excellent time management and prioritisation skills. As an enthusiastic team player you would enjoy both the challenge and reward of encouraging, developing and inspiring staff to maximise their potential.

Summary of Role

- Responsibility to lead and manage the successful delivery of apprenticeships ensuring that Spencer Academies Trust apprenticeships are at the forefront of work-based learning delivery and innovation.
- Working with the trust leadership team, the Apprenticeship Operations Manager will scope and build our next 5 year vision and delivery plan to grow this strand of work within and beyond the organisation. Using prior knowledge of the sector and stakeholder engagement, they will support the organisation in building a suite of high-quality apprenticeships and develop a robust infrastructure to deliver.
- Oversee of team of colleagues, coordinating their shared passion for the successful delivery of our apprenticeship programmes. This includes: a coordinator for funding and compliance, an administrator, a lead Tutor Assessor (responsibility for QA), 3 further tutor assessors and two curriculum leads (TA and EIP).
- The Apprenticeship Operations Manager will lead on performance against agreed KPIs and ensure that there is a high level of quality delivery of provider apprenticeship training meeting the needs of learners and developing new curriculum areas.
- Account to the Strategic Board, our dedicated governing body for the apprenticeship provision.
- Looking forward, the trust would like to build wider professional development programmes, such as safeguarding support officer, to support the work of schools and MATs.
- They will play a key role in achieving positive recognition with external agencies including Ofsted, ESFA, HEE, Awarding organisations and End Point Assessment organisations.
- Form part of a team that is responsible for achieving industry standards for achievement rates, audit compliance and learner progression.

How to Apply

- **What are the timelines?** This vacancy will be open for applications until **Tuesday 24th September (9pm)**, with interviews taking place from Thursday 26th September.
- **Want to find out more?** If you would like to discuss the role further and find out more about us as an organisation, please don't hesitate to get in touch with Tammy Elward, our Director of the SALT team – telward@spencertrust.org.uk
- **Submitting an application?** To apply, please send a CV with a cover letter to Tammy Elward, our Director of the SALT Team – telward@spencertrust.org.uk – successful applicants will be invited to interview and will be asked to complete the full application process.

[Spencer Academies Trust - Vacancies \(spencertrust.org.uk\)](https://spencertrust.org.uk)



Main Duties and Responsibilities

Spencer Academies Trust is committed to help all of our people thrive to feel supported, respected and recognised for their work and contribution.

1. Leadership

- 1.1. To lead the planning, development and monitoring of all apprenticeship programmes for both within the organisation and beyond with a regional footprint.
- 1.2. To contribute to central apprenticeship plans planning for future changes to apprenticeship delivery ensuring that Spencer Academies Trust and Spencer Apprenticeships are fully prepared to respond
- 1.3. To support trainers to develop and review apprenticeship delivery materials to ensure Spencer Apprenticeship is using innovative and new delivery models to improve the learner journey.
- 1.4. To lead in the development and promotion of equality and diversity and safeguarding in apprenticeship delivery.
- 1.5. To support and line manage the apprenticeship team managing their supervision and annual appraisal through effective people management
- 1.6. To review and reflect on own practice and performance through effective use of supervision and annual appraisal
- 1.7. Provide expert knowledge on apprenticeships to ensure that up to date knowledge of apprenticeship specifications is maintained to enable individuals to respond to stakeholders and learners in a timely manner.

2. Service Management and Development

- 2.1. To be responsible for overall and timely apprenticeship achievement rates analysing the data and making any interventions needed to achieve the standards set by ESFA
- 2.2. To check analyse and assess data to ensure that all learners are progressing and are on track with their programmes
- 2.3. To manage the performance of the apprenticeship team and provide managerial support where necessary to ensure that all contracts and delivery targets are met and are supported with appropriate and accurate paperwork as required by the Trust's funding organisations and awarding bodies including undertaking audits and management of the ILR.
- 2.4. To work collaboratively with internal teams to implement apprenticeship provision in key domains. To plan and implement new curriculum development processes for apprenticeships
- 2.5. Lead on the development of materials which celebrate and promote apprentices and apprenticeships in the Trust.
- 2.6. To work closely with the Trust's leadership team and CPD arm, the Spencer Alliance for Leadership and Teaching, to identify and address specific management challenges in relation to the delivery of apprentices.
- 2.7. To develop, implement and manage quality practices that meet the requirement of the Trust, Government and contractual requirements including the production of timely and accurate management reports; success rates, funding targets and forecasts.
- 2.8. To provide support, advice and guidance to managers and school leaders within the Trust to embed vocational development programmes, offering specialist and expert advice where no precedent exists

3. Apprenticeship Recruitment

- 3.1. Act as a first point of contact for managers, school leaders and apprentices ensuring a triangulation of support



- 3.2. Provide managers with support, guidance and advice in recruiting apprentices and to oversee the recruiting of internal and external apprentices to the Trust to meet agreed workforce targets and plans in collaboration with colleagues and partners
- 3.3. Required to present complex, sensitive and sometimes highly contentious information to Trust managers and school leaders on workforce targets, funding availability and support

Rider Clause

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change after discussion with you.

The following responsibilities are applicable to you and all other Spencer Academies Trust employees:

Safeguarding

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required.

Data Protection and Confidentiality

All information concerning apprentices, pupils other staff members must be treated as confidential, and you must adhere to the policies related to this subject.

Promoting Equality and Diversity

Spencer Academies Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status.



Person Specification

	Essential	Desirable
Education and Qualifications	Educated to Degree/Masters level or equivalent or significant experience in a similar role.	Teaching qualification
Knowledge	Significant knowledge of apprenticeship funding methodology, standards and delivery.	
	Knowledge of the education and training industry.	
	Understanding the principles of strategic management and planning.	
	Knowledge of ESFA, Ofsted and other regulatory body regulations and quality assurance requirements	
	Experience of maintaining the ILR	
Relevant Experience	Significant experience of managing work-based learning provision in employer engagement context.	
	Successful track record of continuous improvement in delivering high overall and timely success rates.	
	Experience of improving quality within apprenticeship delivery and funding body audit requirements.	
	Experience of providing evidence and being involved in external audits from bodies such as Ofsted, ESFA and CQC.	
	Evidence of meeting and exceeding targets in previous roles.	
	Experience of developing new and innovative training solutions.	



Skills and Personal Qualities	Ability to work in partnership with internal colleagues to create a culture of high team performance in apprenticeship delivery	
	Demonstrate strategic leadership skills to develop and implement vision and operating plan for Spencer Academies Trust and Spencer Apprenticeships	
	Ability to influence internal senior managers and training delivery teams.	
	Excellent project management skills to manage multiple complex projects.	
	Excellent organisation and prioritisation skills; able to manage varied workloads to meet required standards	
	Excellent verbal and written oral communication skills to convey information about apprenticeships to internal and external stakeholders	
	Ability to interpret learning and development needs on a group and individual basis and confidence to design, deliver and evaluate appropriate and creative learning interventions	
	Ability to manage own time and multi-task workload and prioritise effectively often to tight deadlines	
	Demonstrate skills to use Information Communication and Technology (ICT) as a management tool for reporting purposes	
	Attention to detail, highly motivated with the ability to influence and inspire others	