

Job Title: Head of Apprenticeships and Skills	Pay Scale: PPS 41-43
Normal Place of Work: The Priory Federation of Academies Trust	Line Manager: Director of Professional Learning
Role Summary: To provide strategic and operational leadership, and quality assurance of Priory Apprenticeships and the Trust's wider adult skills provision, ensuring programmes remain compliant, financially sustainable, employer-responsive and sector-leading. The role will lead the Trust's apprenticeship provision, including stakeholder management, quality assurance, compliance, funding, employer partnerships, learner outcomes and inspection readiness. In addition, the postholder will provide strategic oversight of careers education across the Trust, working collaboratively with academy leaders to ensure statutory compliance and high-quality provision aligned to Trust priorities. The role is part of a broader Adult Education Training arm which includes Lincolnshire ITT and other adult skills programmes.	

DUTIES AND RESPONSIBILITIES

1. Strategic Leadership

- Set and deliver a compelling long-term vision for Priory Apprenticeships and the Trust's adult skills provision in line with Trust priorities and workforce needs.
- Lead the continued growth and development of apprenticeship provision, identifying opportunities for expansion and diversification.
- Analyse national policy, funding reforms and labour market intelligence to inform strategic planning.
- Represent the Trust at regional and national skills, apprenticeship and employment forums.
- Work collaboratively with other Adult Education leaders to develop a coherent professional learning and workforce development offer.

2. Quality Assurance and Inspection Readiness

- Ensure apprenticeship provision meets all ESFA, DfE, Ofsted and awarding organisation requirements.
- Oversee rigorous quality assurance processes across all apprenticeship programmes.
- Drive continuous improvement through effective use of Self-Assessment Reports (SAR), Quality Improvement Plans (QIP), learner data and stakeholder feedback.
- Lead organisational readiness for Ofsted inspection, accountability reviews and external audits.
- Ensure robust safeguarding, learner support and progress-monitoring systems are embedded across provision.

3. Stakeholder and Partnerships Leadership

- Develop and maintain high-quality relationships with employers, awarding organisations, EPA providers and strategic partners.
- Lead employer engagement activity to ensure programmes meet local and regional workforce needs.
- Strengthen partnerships with schools, colleges, local authorities and skills organisations.
- Contribute to the development of skills pipelines that improve progression opportunities for young people and adults.
- Lead and support schools in the development and delivery of the work experience and T Level placement strategy, including line managing identified staff.

4. Operational and Financial Management

- Oversee all operational aspects of apprenticeship and skills provision.
- Lead and line-manage the Deputy Head of Apprenticeships and other apprenticeship staff, occupational experts, quality leads and administrative colleagues.
- Manage apprenticeship budgets, ensuring financial sustainability, value for money and accurate reporting.
- Ensure compliance with apprenticeship funding rules and audit requirements.
- Review and refine systems, processes and documentation to maximise efficiency and compliance.

5. Learner Recruitment, Performance and Outcomes

- Ensure effective learner recruitment, onboarding and retention processes.
- Monitor learner progress, achievement and destinations, driving improvement where required.
- Ensure apprentices receive a high-quality learner experience that supports achievement and progression.
- Promote apprenticeships as a high-value progression route within and beyond the Trust.

6. Careers and Progression Strategy

- Provide strategic leadership for the Trust's Careers Framework.
- Work collaboratively with academy Careers Leaders to ensure statutory compliance and continuous improvement.
- Support academies in achieving the Gatsby Benchmarks and other recognised quality standards.
- Ensure careers education supports progression into employment, apprenticeships, higher education and training.
- Represent the Trust's careers provision locally, regionally and nationally, such as with Careers Hubs and with the Careers and Enterprise Company.
- Promote the integration of labour market information, employer engagement and technical education pathways across the Trust.
- Oversee and manage the Trust's contract with the Careers and Enterprise Company for the provision of the national Careers Leader Training, including design and delivery of training.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Apprenticeship and Adult Education Staff, and team of Careers Advisors	To ensure a high-quality service is provided that meets the needs of learners and employers.
• CEO, Executive Management Team, Central Service Staff	To support strategic development and performance.
• Employers, Apprentices, Learners and Academy Careers Leaders	To improve outcomes and progression opportunities.
• ESFA, Ofsted, EPA Organisations, Awarding Bodies and External Partners	To ensure compliance and partnership effectiveness.
• Head Teacher, SLT and all Trust staff	To ensure a high-quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federation's internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.

- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The postholder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy Day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Head of Apprenticeships and Skills

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	Degree-level qualification or equivalent professional experience	x		AF/Cert
2.	Evidence of continued professional development in apprenticeship, leadership or skills-based education	x		AF/Cert
3.	Teaching, training, management or leadership qualification		x	AF/Cert
4.	Assessor, IQA or related quality assurance qualification		x	AF/Cert
5.	Level 6 Careers Guidance qualification		x	AF/Cert
	KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
6.	Significant leadership experience within apprenticeship and/or further/adult education	x		AF/IV
7.	Proven track record of improving learner outcomes, quality assurance and organisational performance	x		AF/IV/R
8.	Experience of ESFA funding rules, compliance and audit requirements	x		AF/IV
9.	Experience of working with Ofsted frameworks and inspection processes	x		AF/IV
10.	Demonstrable success in employer engagement and stakeholder management	x		AF/IV
11.	Experience of leading teams and managing complex organisational systems	x		AF/IV
12.	Knowledge of careers education, Gatsby Benchmarks and progression frameworks	x		AF/IV
13.	Understanding of local and national skills priorities and workforce development strategies	x		AF/IV
	SKILLS AND ABILITIES			
14.	Ability to analyse data, monitor performance and enact evidence-informed improvement	x		IV/R
15.	Strong interpersonal and communication skills, with the credibility to influence internally and externally	x		IV/R
16.	Strategic thinker with strong operational discipline	x		IV/R
17.	Commitment to inclusion, diversity and widening participation in education and skills	x		IV/R
18.	Passionate advocate for apprenticeships, careers education and lifelong learning	x		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form

IV

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Skill assessed via interview

AT = Skill assessed via test/work-related task Cert = Certificate checked at interview
R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....