



JOB DESCRIPTION

POST TITLE: Apprenticeship Centre Manager / Curriculum Manager Ref: HCFCATCH/86

**HCF CATCH Ltd
CATCH Facility
Redwood Park Estate
Stallingborough
NE Lincolnshire**

REPORTS TO: Either Chief Operating Officer or Head of Learning & Development

1. PURPOSE OF JOB

To manage the day to day operations of the apprenticeship training centre including delivery, learners, staff and facilities. To work with the Head of Learning & Development to ensure quality of delivery and that CATCH Apprenticeships are meeting the standards set by the Chief Operating Officer.

2. MAIN RESPONSIBILITIES

- i. To manage the apprenticeship training centre and all provision delivered within it with a focus on MOET programmes
- ii. To deliver the timetable as prepared by the Head of Learning & Development
- iii. To be proactive and forward plan with trainers to ensure correct resources and support was in place
- iv. To be the lead on setting behavioural standards and discipline of apprentices in the centre
- v. To be the lead IQA for Maintenance programmes
- vi. To assist in delivery of training where necessary and train other members of staff in subject areas
- vii. To ensure the CATCH Apprenticeship programmes and delivered to the highest standards and utilise the plant and workshops accordingly
- viii. To work with the Head of Learning & Development and Teaching, Learning, & Safeguarding Lead to retain awarding body accreditations
- ix. To work with the Apprenticeship Account Manager to communicate feedback on learners to employers
- x. Manage the team of trainers undertaking performance management, objective setting, review and continuous development of team members to ensure targets are met
- xi. Work closely with the Trainers to ensure the learner experience is of a high quality and utilises best practice
- xii. To attend regular departmental meetings to report on key activities and performance against set objectives.

- xiii. To produce data and management reports as required by the line manager and CATCH senior management team.
- xiv. To ensure that the delivery of sessions, the resources used, the management of sessions and assessments are OFSTED and C&G compliant, and to assist in any inspections.
- xv. To monitor and advise on budget expenditure in accordance with policies and procedures
- xvi. To act as Deputy Safeguarding Lead
- xvii. To direct student portfolio building on site, reporting performance to management
- xviii. Work with the Apprenticeship Account Manager to build and maintain excellent working relationships with employers to ensure delivery is of a high quality meeting their training needs
- xix. Support the wider Apprenticeship Team to operate within a positive and professional culture
- xx. Any other duties as appropriate in line with the post.

3. CONTACTS AND RELATIONSHIPS

INTERNAL – Apprentices, CATCH team members mainly Delivery staff and assessors, Head of Learning & Development, Chief Operating Officer.

EXTERNAL Member companies and their employees responsible for their apprentices.

4. DECISIONS

Discretion – Makes day to day decisions in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

5. WORK ENVIRONMENT

- i. Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors. On a daily basis, reports to the Chief Operating Officer
- ii. Physical Demands – The work may require moving and handling display stands, boxes of publications and other office equipment from time to time.
- iii. Working Conditions – The post holder will be based at the Apprenticeship Delivery Centre for delivery of training and have flexibility to either come into the office or work from home on “non-contact days”.
- iv. Hours of Work – Some ‘out of hours’ working may be required to meet the needs of the role.

6. KNOWLEDGE & SKILLS

- i. STEM background through industry experience and relevant qualifications
- ii. Management or supervisory experience
- iii. Teaching experience, preferably of apprenticeship programmes
- iv. Knowledge and experience of process operations or engineering
- v. Good planning and organisational abilities
- vi. IT literate with experience of using Word, Excel, Powerpoint, Teams and Moodle.
- vii. Understanding of training and development and relevant qualification systems
- viii. Excellent interpersonal, presentation and communication skills, both verbal and written

7. GENERAL

- i. **Other Duties** – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post.
- ii. **Equal Opportunities** – The post holder must carry out his/her duties with regard to our Equal Opportunities policy.
- iii. **Health and Safety** – The post holder must carry out his / her duties with full regard to our Health and Safety Procedures.
- iv. **Training** –CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.
- v. **ISO 9001** – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times. The role is dependent upon the completion of a successful DBS certificate.
- vi. **Confidentiality** - To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.
- vii. **Safeguarding**- The role will involve regulated activity relevant to children as you will be teaching, training and/or instructing children in a classroom environment. It will also be your duty to recognise and report any safeguarding incidents that you become aware of.
- viii. HCF CATCH LTD is dedicated to and recognises our moral and statutory responsibility to safeguard and promote the welfare of all apprentices, learners, service users and staff. All those involved in training must adhere to the ethos that **'it could happen here'** to reinforce the protection of individuals and the identification/reporting of concerns.
- ix. HCF CATCH LTD recognises the importance of providing an ethos and environment that will help apprentices and learners to be safe and feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children, young people and adults receive effective support, protection and justice.
- x. HCF CATCH LTD has a zero tolerance approach to abuse and any other harmful behaviour.
- xi. **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)**- provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974.

Job Description prepared by: J McIntosh

Job Description evaluated by: D Talbot

Received by Postholder: