

Capel Manor College

Head of Apprenticeships

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Head of Apprenticeships
Scale	Leadership
Grade	41-47
Responsible to	Assistant Principal Employer Skills, Innovation and Growth
Location	Enfield
Contract	Full-time

Key Responsibilities:

Capel Manor College is looking to appoint a proactive and visionary Head of Apprenticeships to lead the College's apprenticeship delivery. This pivotal role requires a highly skilled professional with a strong background in apprenticeship education to ensure all provision is high quality, fully compliant, and strategically aligned with College priorities.

You will drive growth and innovation of the apprenticeship offer, support retention and achievement, and build enduring partnerships with employers. The successful candidate will also ensure excellent learner and employer experience, contributing to Capel Manor's reputation as a leading provider of vocational and technical education.

Main Responsibilities:

Strategic Planning and Development

- Shape and implement a clear strategic direction for apprenticeship delivery, aligning with the College's broader aims.
- Support the expansion of the College's apprenticeship portfolio, with a focus on higher-level programmes and new industry standards.
- Oversee the successful deployment and adoption of apprenticeship-specific tracking and compliance software.

Quality and Regulatory Compliance

- Ensure full compliance with ESFA, other regulatory body and internal requirements across all apprenticeship provision.
- Lead on quality assurance processes including internal audits, SARs, QIPs and external regulatory audits.
- Monitor performance against KPIs and present clear, insightful reports to senior leadership.

Operational Delivery

- Work closely with curriculum, delivery, and business development teams to maintain excellence in apprenticeship design and delivery.
- Champion high levels of apprentice recruitment, retention, progress, and achievement.
- Ensure consistent and outstanding teaching, learning and assessment.

Employer and Stakeholder Engagement

- Build and maintain strong relationships with employers, industry representatives, and external agencies.
- Actively promote the College's apprenticeship programmes to new partners and sectors.
- Represent Capel Manor College at relevant local, regional, and national events and forums.

People Management

- Provide strong, motivational leadership to the apprenticeships team, ensuring high performance and continuous professional development.
- Foster an inclusive and collaborative team culture with a focus on innovation and impact.

Financial Oversight

- Manage departmental budgets responsibly and efficiently.
- Report on financial performance and ensure the effective use of resources in line with College protocols.

General Expectations

- Stay abreast of national policy developments and best practice within apprenticeships and implement changes accordingly.
- Uphold and model the College's values, ensuring an inclusive, safe and supportive learning and working environment.
- Attend training and maintain a record of continuing professional development.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Level 3 Teaching Qualification
- Level 3 Assessment Qualification
- Level 4 Internal Quality Assurance Qualification

Experience

- Proven track record of leading and managing apprenticeship provision in a further education or training context.
- Experience in managing ESFA-compliant programmes and a strong understanding of funding rules.
- Skilled in driving quality assurance processes, including SARs, audits, and continuous improvement.
- Demonstrated success in improving apprentice retention, progress, and achievement.
- Experience in developing effective relationships with employers, industry stakeholders, and regulatory bodies.
- Strong financial and resource management experience, including budget oversight and reporting.
- Excellent communication, negotiation, and interpersonal skills, with the ability to influence at all levels.

Skills, Abilities and Knowledge

- In-depth knowledge of the apprenticeship landscape, including current legislation, Ofsted expectations, and policy developments.
- Ability to develop and implement strategic plans and translate them into operational delivery.
- Capacity to lead, motivate and develop high-performing teams.
- Strong organisational and project management skills, with the ability to manage multiple priorities and deadlines.
- Commitment to inclusive practices, safeguarding, and continuous professional development.

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience

- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required