

Role Profile

Role Title	Professional Development Manager
Reporting To	Vice Principal Quality / Quality Manager
Department	Apprenticeships
Version Date	June 2019

Role Purpose

Responsible for the coaching and development of staff to ensure they are skilled and have the tools to deliver apprenticeship frameworks and standards that are of the highest quality. This role has particular emphasis on ensuring the curriculum is well planned and delivery focuses on stretch and depth of apprentices' knowledge, skills and behaviours.

Key Responsibilities

1. To be responsible for the coaching and development of staff who teach or coach apprentices. To ensure expected standards of professional practice and the quality of teaching, learning and assessment are well understood and developed.
2. To support staff to develop schemes of learning that will develop apprentices' skills, knowledge and behaviour and lead to timely achievement of their apprenticeship.
3. To carry out developmental observations of teachers and skills coaches who are responsible for the delivery of apprenticeships.
4. To develop an annual plan for staff development using information from performance and development reviews and coaching sessions with staff. Staff development is to also include emphasis on the Education Inspection Framework (EIF) and the shift in requirements from apprenticeship frameworks to standards.
5. To work closely with the provision's Quality Manager to triangulate learner progress with staff performance and ensure gaps in performance are rectified through effective 'support and challenge' strategies.
6. To contribute to achieving timely and overall achievement rates that are above the national GFE rate.
7. Provide reports to the Senior Leadership Team (SLT) as appropriate.
8. Contribute to the performance management of staff within HCUK Training (apprenticeships) by supporting the review of performance and interventions required for improvements.
9. Positively comply and contribute the College's policies and procedures, particularly in relation to Data Protection and Equal Opportunities, and ensure the College meets its strategic objectives and provides a safe and healthy environment for all.
10. Have a personal responsibility for Safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure compliance with Safeguarding policies and procedures.
11. Any other reasonable task as requested by the Line Manager and to meet the needs of the organisation.

Person Specification - Professional Development Manager

QUALIFICATIONS	Essential	Desirable
First degree or relevant professional qualification	✓	
Evidence of commitment to personal development and continuing improvement	✓	
Higher Degree		✓
PGCE or Certificate in Education	✓	
Level 5 Management Qualification		✓
Minimum level 2 in English and mathematics	✓	
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)		
Successful track record in coaching and mentoring staff to improve teaching, learning and assessment.	✓	
Background of successful curriculum planning including the development of effective resources to meet learner needs and interests.	✓	
Experience of leading, managing, inspiring and motivating staff to achieve challenging targets and common goals.	✓	
Experience and knowledge of managing or delivering apprenticeship provision.	✓	
Proven experience of leading a team to achieve good to outstanding success rates.	✓	
Proven experience in improving and maintaining quality.	✓	
Building and sustaining effective and successful working relationships with a range of stakeholders including employers.		✓
Understanding and knowledge of the FE funding system, relevant qualification frameworks and accreditation arrangements.	✓	
A sound understanding and knowledge of regulatory and inspection frameworks in Apprenticeships, and be responsive to Government policy.	✓	
SKILLS AND ABILITIES		
Strong motivational coaching and leadership skills that develop excellent teams.	✓	
The ability and resilience to work under pressure and support others to do so.	✓	
A positive, can do attitude and a passion and enthusiasm for the FE sector, focused on achievement and continuous improvement,	✓	
Excellent communication and interpersonal skills.	✓	
Highly effective consultation, motivational and negotiation skills.	✓	
Able to understand, analyse and make effective use of a wide range of data.		✓
Commitment to equality and diversity.	✓	
Ability to travel between all of the Group's sites.	✓	
Ability to work flexibly, including evening and weekend work.	✓	