

Job Description



POST: Apprenticeship Manager

ACADEMY: National

RESPONSIBLE TO: National Lead for Operational Learning & Development

RESPONSIBLE FOR: N/A

SALARY: - SP22 (£33,699) to SP26 (£37,280) (plus Local Government pension scheme)

LOCATION: National with travel

WORKING PATTERN: Full time – 18.5 hours per week (0.5 FTE), 52 weeks per year

DISCLOSURE LEVEL: Enhanced DBS

JOB PURPOSE: Oasis Community Learning (OCL) is looking to recruit an Apprenticeship Manager who will lead the effective delivery, development and continuous improvement of the Oasis Apprenticeship Offer for colleagues across the organisation. The role is responsible for managing apprenticeship programmes end-to-end, ensuring high-quality, inclusive learning experiences that meet organisational priorities and support workforce development. Acting as the central point of coordination between apprentices, line managers and training providers, the postholder will oversee the Digital Apprenticeship Service, monitor learner progress, champion the apprenticeship experience, and drive excellence so that Oasis becomes a top apprenticeship employer.

SPECIFIC RESPONSIBILITIES:

A. Programme management and development

- Contribute to the strategic planning and development of the Oasis Apprenticeship Offer.
- Support the development and continuous improvement of all apprenticeship programmes within the Oasis Apprenticeship Offer to meet learner and organisational needs across all professional areas.
- Manage the operational aspects of the Oasis Apprenticeship Offer for colleagues, acting as the main point of contact for apprentices, line managers and apprenticeship providers.
- Manage the Digital Apprenticeship Service Account, the platform for administering apprenticeship levy.
- Promote apprenticeship opportunities across Oasis through events, communications channels and engagement sessions.
- Liaise with external suppliers to ensure apprentices' learning covers the full requirements of the apprenticeship programme including functional skills.

B. Monitor and champion apprenticeship experience

- Produce and analyse monthly reports on apprenticeship data to track progress and identify areas for improvement across all apprenticeship programmes.
- Provide pastoral and academic support, as required, to apprentices throughout their learning journey, particularly to apprentices with additional learning needs or not making expected progress, to ensure a positive and inclusive experience for all learners.

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- Monitor apprentices' progress across all apprenticeship programmes, identifying risks to learner progress, holding apprenticeship providers to account.
- Evaluate the Oasis apprenticeship experience across all apprenticeship programmes, creating a feedback loop with apprenticeship providers upholding exceptional standards, in pursuit of Oasis becoming a top apprenticeship employer.

C. Alignment to Oasis policies

- Ensure the Health and Safety of staff, apprentices and visitors is in keeping with Oasis Community Learning's Health and Safety Policy.
- Identify and request training resources within apprenticeship budget.
- Promote and comply with Oasis Community Learning's policies, e.g. Safeguarding of Children and Vulnerable Adults, Equality and Diversity, Health and Safety.
- Participate in appropriate continuing professional development and staff development opportunities to update or develop new skills.

D. Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Job Title

Person Specification



Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is rooted in what we believe and who we are. It is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do.

- A passion to include
- A desire to treat people equally respecting differences
- A commitment to healthy, open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

It is these ethos values that we want to be known for and live by. They are the organisational values we aspire to. We are committed to a model of inclusion, equality, healthy relationships, hope, and perseverance throughout all the aspects of the life and culture of every Oasis Hub and Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree level or equivalent experience	
Experience, Skills & Knowledge	<ul style="list-style-type: none">• Knowledge of apprenticeship training programmes in school-level education.• Experience of managing apprenticeship providers to provide a high-quality, inclusive apprenticeship experience.• Experience of workforce development.• Skilled at contracting with suppliers and holding them to account.• Comfortable gathering and analysing apprenticeship data.	<ul style="list-style-type: none">• Has experience of working for or liaising with suppliers in a customer/ supplier dynamic.

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	<ul style="list-style-type: none"> • Ability to converse at ease with students and members of the public, and provide advice in accurate spoken English' 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Willing to work with and through the Oasis vision, ethos and 9 Habits • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. • Proactive and able to make sensible judgements when required. • Hardworking and conscientious with a flexible approach to work. 	