

## Loughborough Business School

# Apprenticeships Workplace Learning Director

## REQ240580

### Job Description

**Job Grade:** Specialist and Supporting Academic 8

### Job Context

Loughborough Business School is an international leader in research and teaching across business, management, finance, and economics. Consistently rated as one of the UK's top-ten business schools in national league tables, Loughborough is also one of an international elite group of institutions to have AMBA, EQUIS and AACSB accreditation. The School's leading position is built and developed around a vibrant international community that provides an excellent environment for progressing academic careers.

We are looking to appoint a Apprentice Workplace Learning Director with specific qualities and experience in Apprenticeship provision. We offer Level 7 Degree Apprenticeships which enable employers to invest in the professional development of their employees. This is to the mutual benefit of both the organisation and the individuals. We are dedicated to providing an excellent overall experience to our apprentices in terms of supporting them to gain the knowledge, experience, and skills they require to become senior leaders in their field. This role will be responsible for embedding the work-based elements of Level 7 Apprenticeships within programmes and client organisations. You will be expected to ensure that Apprentices are End Point Assessment ready and to play a central role in bridging academic content and work-based learning and providing leadership of a team of academic mentors. The successful candidate will be expected to enhance our apprenticeship leadership and teaching provision in this respect.

Applications are welcome from those with teaching experience in any area but over an extended period and preferably gained in postgraduate or executive teaching environments. Applicants will also have a track record of mentoring. The successful candidate will contribute to the development and enhancement of school activities through bringing direct leadership experience in Apprenticeship standards, policies, and requirements.

### Job Purpose

To contribute to, develop and enhance the activities of the School through bringing direct academic, and professional experience to the leadership of the School's Level 7 Apprenticeship provision. To assist with the structure and development of teaching and enterprise activities in relation to apprentice education. To provide teaching (which will primarily include teaching to post-experience students at the Masters level), administrative and mentoring support.

Specifically, this post will provide leadership to School's Level 7 apprenticeship provision through the academic leadership of all personal, professional and skills development activities required within the programme(s) and the development, design, and implementation of mechanisms to facilitate workplace learning within the programme(s). Through working with apprentices and their employers to ensure successful completion of the Apprenticeship programme, ensuring apprentices and employers are fully aware of their Apprenticeship roles and responsibilities. Through supporting apprentices in their acquisition of the required Level 7 Standard knowledge, skills, and behaviours and through working with employers to ensure suitable workplace opportunities are created and monitored. By providing academic support to apprentices, leading an Academic Mentoring Team and guiding End Point Assessment (EPA) preparations.

## **Job Duties**

### **Learning and Teaching**

- Have significant influence upon the pedagogical development of Apprenticeship teaching and learning provision
- To work with colleagues in the School to deliver an exceptional learning environment for apprenticeship students
- To contribute to the design, delivery and assessment of modules that give apprentices the knowledge, skills, and competencies that they will need, to get the most out of their workplace learning experiences and to successfully pass the End Point Assessment
- To lead, design and deliver ad hoc lectures and professional skills workshops, to help groups of apprentices with specific gaps in their knowledge or capabilities prepare for their EPA
- To provide academic leadership to other members of staff around apprenticeship teaching provision, in particular Academic Mentors

### **Academic Leadership of Apprenticeships**

To provide academic leadership for the School's Apprenticeship provision across the whole apprentice learning journey, related to the following five areas.

#### *Apprenticeship design and set-up*

- To work with Programme Leaders to map apprenticeship standards and core curriculum to the taught programmes to ensure delivery of the apprenticeship knowledge, skills, and behaviours (KSBs)
- To develop training plans for apprenticeships ensuring that off-the-job learning hours for modules and other apprenticeship activities are quantified
- To embed personal development within the programmes. To manage 360° assessment processes and oversee the development of individual apprentice and cohort personal development plans
- To use knowledge of workplace learning related issues to contribute to the development of more effective workplace learning strategies

#### *Recruitment and onboarding*

- To contribute to apprentice recruitment activities by attending and assisting with open days, conferences etc.
- To aid employers in their apprentice selection process ensuring that potential apprentices are suitable for the programme
- To develop and lead initial assessment (IA) processes for the programmes
- To coordinate academic mentors to undertake an academic needs analysis of prospective apprentices and establish appropriate support plans for apprentices
- To plan and deliver apprenticeship inductions, orientation briefings and workshops for apprentices, workplace mentors and employers
- To work with apprentices and employers to ensure that they are fully aware of their roles and responsibilities within the apprenticeship programmes

#### *Apprentice support*

- To lead the academic mentor team to ensure the effective delivery of Progress Review Meetings and guide preparation for End Point Assessment of Apprentices
- To coordinate academic mentor allocations, ensuring that all apprentices are appropriately supported
- To develop, lead and monitor tripartite Progress Review Meeting processes ensuring that they operate in compliance with funding rules and effectively monitor apprentice progress and the transfer of learning to the workplace
- To work with mentors, employers, and apprentices to ensure suitable workplace opportunities are created and monitored
- To act as academic mentor to apprentices

#### *End point assessment*

- To develop End Point Assessment (EPA) schedules and manage the relationship with the End Point Assessment Organisation (EPAO)
- To academically lead the End Point Assessment gateway process and work with Academic Mentors to evaluate the readiness of each Apprentice for the End Point Assessment

- To work with apprentices and their employers to ensure successful completion of the apprenticeship programme

#### *Compliance and quality assurance*

- To offer University staff and employers guidance and expertise in matters of apprenticeship compliance specifically relating to Progress Review Meetings and off-the-job hours
- To work with Professional Services colleagues and academic mentors to ensure apprenticeship compliance and remedy apprenticeships at risk
- To manage mentoring quality assurance processes including planning and coordinating progress review meeting observations
- To develop mechanisms for quality and impact evaluation on programmes and develop case studies

#### *Scholarship and Enterprise*

- To engage in scholarly activities appropriate to ensure the integration of practice with current research evidence
- To support the development of the School's standing in professional and practice communities
- To represent the University externally on a regular basis and build positive relationships
- To maintain, extend and utilise external networks to develop teaching and enterprise within the school
- Contribute to the mentoring of Senior Leadership Degree Apprentices, arranging apprenticeship forums / workshops to share best practice, within the academic mentoring team and wider School
- Develop links with relevant external bodies such as professional organisations and other universities

#### *Related Activities and Functions*

- To work effectively with relevant administrative, technical, and academic staff in the School and across the University
- To carry out specific administrative roles and functions as may be reasonably required in relation to learning and teaching, student support, and scholarship and enterprise
- To engage in appropriate training activities as required by the School and the University (e.g. through Staff Development) that are needed to discharge role responsibilities, consistent with your needs and which contribute to the objectives of the School
- To keep up to date with the legal and administrative requirements concerning Apprenticeships and the Apprenticeship levy, OFSTED requirements and with regional and national skills agendas
- To engage fully with the annual Performance and Development Review (PDR) process
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post

#### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

#### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

**ORGANISATIONAL RESPONSIBILITY:**

The role holder reports directly to the head of their Discipline Group for teaching and scholarship related activities and the Director of Executive and Professional Education for their apprenticeship leadership role.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage	
<b>Experience</b>	Proven leadership experience gained within university or business settings	1, 3	
	A sound understanding of the structure of universities and issues facing the UK higher education sector and executive education.	1, 2, 3	
	Significant experience of teaching and assessment in HE	1, 3	
	Experience of work in or networking with business and organisational communities.	1, 3	
	Evidence of academic activity in a subject/discipline consistent with the needs of Loughborough Business School.	1	
	Substantial experience in work-based learning	1, 3	
	Experience of the Apprenticeship agenda and key apprenticeship activities	1, 3	
	Extensive experience of successfully supervising the projects of students or company staff at equivalent levels.	1, 3	
	Candidates from outside of academia must be able to demonstrate the ability to transition to working in an academic environment	1, 2, 3	
	<b>Skills and abilities</b>	Excellent communication and interpersonal skills which give you the ability to engage with students, colleagues, business, and other agencies on a wide variety of matters.	1, 2, 3
Ability to stimulate and inspire others as reflected in academic leadership.		1, 2, 3	
Ability to work and negotiate with a wide variety of internal and external stakeholders		1, 2, 3	
Ability to deliver both skills-based and academic materials to postgraduate students		1, 2, 3	
Ability to mentor Senior Leadership Degree Apprentices		1, 2, 3	
Ability to take part in module and programme development		1, 2, 3	
Ability to work independently and as part of a team		1, 2, 3	
Ability to provide leadership to a team		1, 2, 3	
Flexibility and ability to manage a demanding workload		1, 3	
Excellent IT skills.		1	
<b>Training</b>		Commitment to and evidence of continuing professional development.	1, 3
<b>Qualifications</b>		Relevant Masters Degree, or equivalent professional qualification	1

<b>Other</b>	A commitment to equity and diversity with the ability to role model, adhere to and advocate Equality and Diversity policies	1, 3
	Formal recognition of professional standing in teaching (e.g., Fellow of the HEA) or commitment to obtaining this within reasonable timeframe.	1
	Willingness to travel and on occasions work unsocial hours	1, 3

#### Desirable Criteria

Area	Criteria	Stage
	Experience of quality assurance and validation of HE modules/programmes	1, 2, 3
	Significant experience of working in a high-quality academic environment	1, 3
	Substantial experience of post-experience teaching	1, 3
	Significant professional experience or experience working with organisations	1, 3
	Experience of working with and presenting to senior business leaders	
	Experience and good working knowledge of ESFA funding	1, 3
<b>Skills and abilities</b>	Ability to design and deliver e-learning solutions	1, 3
<b>Qualifications</b>	Appropriate professional status	1
	Qualification in coaching	1

#### Conditions of Service

The position is **FULL TIME** and **OPEN ENDED**. Salary will be on Specialist and Supporting Academic Grade 8 (£57,696 - £64,914 per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available [here](#))

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see [here](#).