

JOB DESCRIPTION

Job Title: National Vocational Qualifications Manager

Location: Home Based (travel to Head Office required)

Responsible to: Chief Education Officer

Responsible for: Regional BTEC Internal Quality Assurers (IQA's)

Overall purpose of role:

To take overall responsibility for the curriculum, assessment and the development of the Vocational qualifications offered to LFE apprentices and Study Programme learners.

To include the following:

- Take the lead on driving LFE's teaching, learning and assessment across the Vocational Sport qualifications.
- Act as Lead IV for the BTEC National in Sport qualification(s).
- Manage and lead a team of part-time IQA's to ensure the requirements of the awarding organisation and LFE quality standards are met, in respect of the BTEC National in Sport qualification(s).
- Manage the performance of all aspects of the BTEC National in Sport qualifications in partner organisations, to include the quality of learner's work and quality of assessment and feedback to tutors.

Key Tasks and Responsibilities:

CURRICULUM & QUALIFICATION MANAGEMENT

- Manage and promote robust and effective internal verification processes in line with the awarding organisation, qualification requirements and LFE quality standards.
- Coordinate the awarding organisations' quality assurance activities through effective management of delivery staff and assessors.
- Act as Lead IV for the BTEC National in Sport qualification(s).
- Manage and lead a team of part-time Regional BTEC IQA's and BTEC Tutors.
- Monitor the effectiveness of approaches taken in the delivery of the Apprenticeship programme to meet LFE's TLA strategy.
- Ensure the consistent application of the LFE assessment and marking procedures by standardisation, moderation and sampling across assessments on the BTEC National Sport programme. This would be done on a regional basis with reports fed up to the Lead IV.
- Support the quality team in ensuring rigorous quality assurance through the application of the Quality Assurance Framework, including supporting quality visits, the preparation of the self-assessment report and quality improvement plans.
- Promote a learning culture within the BTEC Nationals in Sport programme area, including through the sharing of best practice at CPD events.

- Setting and monitoring of BTEC delivery staff performance management targets.
- Contribute to and monitor the design and production of teaching, learning and assessment materials, detailed schemes of work and the design of effective formative, and if applicable, summative assessment materials.
- Ensure effective internal communication across the BTEC curriculum delivery team, i.e. clubs, apprenticeship delivery staff.
- To actively manage the professional development of BTEC staff delivering to LFE learners.
- Monitor assessment and internal verification and coordinate the preparation and administration of standards verification and Awarding Body documentation.
- Ensure LFE is always well prepared for Ofsted inspection and be proactive in responding to new requirements.
- Support the Quality Manager in all aspects of monitoring and evaluating the work undertaken by LFE.
- Support the quality improvement strategy and be committed to continuous improvement.
- Work with BTEC National Sport education partner staff to prepare them for external observations.
- Plan and implement regular training for staff delivering the BTEC National Sport programme.

DEVELOPMENT OF AN APPROPRIATE CURRICULUM TO ENABLE LEARNING FOR ACHIEVEMENT

- Take a management role in ensuring the BTEC National Sport curriculum develops the learner's knowledge, skills and behaviours necessary for progression to employment or further study.
- Maintain subject qualification currency by actively seeking information regarding updates or changes to BTEC Nationals qualifications. Lead and manage staff development in accordance to any qualification updates.

MANAGING RESOURCES

- Effective and efficient deployment of human and physical resources for the BTEC National sport programme to ensure value for money.
- Ensure consistent use of LFE IT/paper-based systems and other resources to develop English and maths across the curriculum.

MONITORING AND REPORTING LEARNER PERFORMANCE

- Implement LFE policies pertaining to recording apprentice progress, internal and external examinations, overseeing their application and analysing achievement and performance.
- Rigorous monitoring of learner performance target grades and close liaison with LFE Regional Officers regarding learner progress to ensure prompt and effective learner interventions.

PARTNERSHIPS

- At all times, support, promote and help to maintain LFE's partnership with The English Football League (EFL) and The Professional Footballers Association (PFA).
- In consultation with the Chief Education Officer, if requested, work in partnership with Awarding Bodies, Institute for Apprenticeships and Technical Education.
- Maintain a high level of integrity, thereby promoting trust and confidence in all of our partners.

OTHER REQUIREMENTS

- Contribute as appropriate to the business planning process, operational and development plans, the QIG and other strategic and operational issues.
- Undertake other occasional duties as reasonably requested.

- Support and promote LFE's commitment to Safeguarding, Equality & Diversity and Health & Safety. Comply with and support LFE policies and procedures and undergo all relevant training in these key areas.
- Fully engage with the LFE appraisal process, ensuring that:
 - training and development objectives are identified and best endeavours are made to achieve them
 - job performance targets are identified and best endeavours are made to achieve them

Date of Issue: 21st August 2020

Person Specification
National Vocational Qualifications Manager

	Essential	Desirable	Assessment
Qualifications			
Degree or equivalent qualification in a sports-related qualification.	X		Application
Recognised F.E teaching qualification (Minimum Diploma / DTLLS).	X		Application
Management qualification.		X	Application
Knowledge and Experience of:			
The elite sport football industry		X	Application/Interview
Further Education Apprenticeships & Study Programmes.	X		Application/Interview
BTEC Sport QCF/RQF qualifications.	X		Application/Interview
A-Level qualifications.	X		Application/Interview
Awarding Body assessment.	X		Application/Interview
Lead Standards Verification (LSV).		X	Application/Interview
Standards Verification (SV).	X		Application/Interview
Internal Quality Assurance.	X		Application/Interview
Assessing in an elite sports environment.		X	Application/Interview
Supporting apprentices/learners.		X	Application/Interview
Writing assessments.		X	Application/Interview
Producing learning materials.	X		Application/Interview
Ofsted Inspection.	X		Application/Interview
Observing and assessing TLA.	X		Application/Interview
Providing high quality CPD training.	X		Application/Interview
Awareness of:			
Quality improvement.	X		Interview
Equality & diversity.	X		Interview
Safeguarding.	X		Interview
Health & safety legislation.	X		Interview
Evidence of CPD.	X		Application/Interview
Skills			
Excellent management skills.	X		Interview
Excellent communication skills.	X		Application/Interview
Excellent presentation skills.	X		Interview
Able to facilitate and achieve objectives through other people.	X		Interview
Completer-finisher skills.	X		Interview
Computer literate.	X		Interview
Report writing.	X		Interview
Able to use initiative.	X		Interview
Able to work with apprentices/learners.	X		Interview
Able to work with Awarding bodies.	X		Interview
Able to work with ITP colleges and schools.	X		Interview
Personal Aptitudes			
Enthusiasm.	X		Interview
Flexibility.	X		Interview
Effective team player.	X		Interview
Car driver.	X		Application
Ability to work from home – self-driven.	X		Interview