



## Assistant Training Manager (Apprenticeships) | **Langley Waterproofing Systems**

We're looking for an Assistant Training Manager (Apprenticeships) to join Langley Training Services.

**Salary:** Attractive + EV Company Car + Company Benefits

**Contract Basis:** Full-Time, Permanent

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### *Our Mission*

#### **BUILDING SKILLS, DELIVERING SOCIAL VALUE FOR BETTER LIVING**

Langley Waterproofing Systems (LWS) is an approved main training provider by the Education and Skills Funding Agency (ESFA) for Apprenticeships delivery. Furthermore, a Social Enterprise within the Langley Group offers a range of qualifications from continuous professional development to Health & Safety and a range of decarbonisation skills and training courses.

At Langley, training is a key part of our culture. It is more than just up-skilling the next generation and continuous professional development. It is also about delivering social value and improving lives through better careers.

In our SPIRE Values 'P' stands for Purpose: "We are a people opportunity, here everyone should feel a sense of achievement and fulfilment, through respect, fairness, equal opportunity and growth."

This is reflected in our approach to Training for better living to leave a positive impact on people. LTS is here to support our internal employees as well as external individuals, organisations, and the wider community.

We are committed to providing a unique breadth and depth of training, which is upskilling our industry, supporting social objectives, and making a genuine difference to people.

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#### **Job Purpose:**

To support the Company's exciting growth plan by leading the delivery of the Apprenticeship Roofer Level 2 Apprenticeship Standard across multiple pathways: flat and pitched roofing.

Ensure that Ofsted, ESFA standards are maintained by ensuring that the delivery of the apprenticeship scheme's teaching, learning, and assessment is planned effectively to enable apprentices to obtain an outstanding quality of education in the form of transferable skills, knowledge, behaviours (KSBs) to progress their careers and work towards achieving the highest possible standard in the scheme.

## Key Accountabilities

- Lead the planning and delivery of the roofer level 2 apprenticeship standard, ensuring that all aspects teaching, learning and assessment (TLA) are implemented.
- Ensure that the lesson plans, timetable, curricular and extracurricular activities provide an outstanding quality of education to meet the Ofsted Education Inspection Framework (EIF).
- Provide support to develop the annual LTS Self-Assessment Report (SAR), Quality Improvement Plan (QIP), Ofsted, ESFA audits as required.
- Oversee all aspects of the apprenticeship programme from initial employer engagement, on-boarding, initial assessment, eligibility checks, programme delivery (practical, theoretical including functional skills), progress reviews through to endpoint assessment.
- Monitor curriculum performance (attendance, achievement rate, retention, learner, employer feedback) that informs decision making for learners and cohorts.
- Support the Apprenticeship Manager (AM) to manage the day-day affairs of the Langley Training Centre ensuring the classroom, practical space, risk assessment of the Centre provides an appropriate learning environment, PPE, tools, materials for apprentices, employers, and readiness for external stakeholders / inspection.
- To ensure that the apprentice (learner) and employer journey is smooth in on-boarding new apprentices and their employers to Langley.
- Obtain regular feedback from a variety of methods, reflective learning practices, 5-day review, surveys to inform improvements and for communication to learners, employers, parents, and carers.
- To support the AM to maintain ESFA compliance with all on-boarding processes to ensure that all on-boarding paperwork is recorded effectively (Training Plan, Off the job delivery, skills scan)
- To support quality and compliance procedures generally by ensuring that practices associated to the initial assessment, apprentice monitoring and progress tracking data is recorded to the systems (BKBS, PICS, Smart Assessor)
- Work collaboratively with team members to ensure that employers are communicated with regularly to update on progress of the apprentice, 20% off the job hours, undertaking regular progress reviews that involves the workplace mentor, apprentice and to monitor the apprentices progress and at-risk learners.
- Map the end-point assessment plan (EPA) to the apprenticeship delivery plan aligning knowledge skills behaviours (KSBs) to the course delivery.
- Maintain a culture of continuous improvement informed by lesson walks, observations, CPD log and learner work scrutiny.
- Oversee the portfolio development for apprentices and timetable delivery accordingly for apprentices to obtain appropriate off the job skills development linked to the end point assessment plan to ensure the required skills, behaviours and knowledge are always provided to apprentices.
- To act as an ambassador for peer-peer social value activities which includes contributions to communicate to employers, learners and parents, carers through associated themed events led by the SPIRE schedule.
- The above list is not exclusive or exhaustive; the post holder is expected to be professional, cooperative, and flexible in line with the needs of the post, department, and the needs of the Company.

## Qualifications:

- HABC Level 3 Award in Education & Training (QCF) (mandatory).
- VTCT Level 3 Certificate on Assessing Vocational Achievement (QCF) (desirable).

## Experience:

Ability to demonstrate successfully:

- Understanding and experience of National Vocational Qualifications.
- Understanding of quality and compliance procedures (Education and Training).
- Delivery of Training Programmes.
- Extensive experience in designing and delivering training programmes.
- Experience in mapping learning needs analysis.
- Experience working in construction or the roofing industry.
- Experience in evaluating the effectiveness and value for money of learning initiatives.

## Knowledge:

- Knowledge of different learning styles.

- Excellent knowledge of Microsoft packages.
- Knowledge of relevant building regulations associated with the roofing industry.
- Knowledge of the British Standard Code of Practice.
- Understanding of any NFRC developments and new guidelines.

### **Skills and Abilities:**

- Ability to design and deliver training programmes that cater to different learning styles.
- Ability to inspire others to high levels of achievement against challenging objectives.
- Ability to collaborate effectively across the business to achieve shared objectives.
- Effective coaching skills to improve others' performance.
- Confident, clear, and articulate communication skills, both verbally and in writing.
- Confident public speaker.
- Active listening skills.
- Exceptional organisational skills.
- Engaging training delivery skills.
- Exceptional IT skills.

### **Additional Requirements**

- Commitment to achieving high-quality outcomes.
- This role requires the post holder to be an Essential Car User, hold a full UK driving licence and have access to a vehicle. Travel to support the LTS objectives may be required from time to time but will be co-ordinated in advance.
- This role requires the post holder to work occasional evenings and weekends and overseas as reasonably requested by the Company from time to time, for which a valid passport will be required.

### **Salary and benefits**

An exciting opportunity to work for a well-established company that offers excellent career progression opportunities.

### **An excellent benefits package, including:**

- 21 days of holiday plus statutory bank holidays & additional days over the Christmas shutdown.
- Pension
- Life Assurance
- Incapacity benefit
- Private Medical Insurance
- Employee Assistance Programme
- EV Salary Sacrifice Car Scheme
- Cycle-to-work Scheme
- Free Eye Tests
- Free Parking

### **HOW TO APPLY**

Please email [recruitment@langleys.co.uk](mailto:recruitment@langleys.co.uk) with a copy of your updated CV and a cover letter.

If you have not received communication from us within four weeks of the closing date, please assume that you have not been shortlisted for this vacancy.

We encourage applications from people from diverse backgrounds and groups, as well as people with disabilities.

**Closing Date:** **31<sup>st</sup> December 2023**