



Assistant Training Manager (Quality and Compliance) | **Langley Waterproofing Systems**

We're looking for an Assistant Training Manager (Quality and Compliance) to join Langley Waterproofing Systems

Salary: Negotiable + EV Company Car + Company Benefits

Contract Basis: Full-Time, Permanent

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.

Job Purpose:

The national role supports all aspects of quality assurance and compliance to enable the Company to comply with contractual obligations given its associations with the ESFA, CITB, NOCN, Ofsted, prime funding partners, and or professional bodies.

To ensure that Quality assurance, TLA (teaching, learning, assessment) procedures for Apprenticeships, Adult Education, and Commercial delivery deliver an outstanding quality of education to learners and employers. To work with the management team to implement curriculum operational procedures set out in the Quality Policy.

Key Accountabilities:

- To contribute to the overall success of the Company's direction and Apprenticeship Strategy.

- To support the development of the annual Self-Assessment Report by analysing the quality of education performance indicators and making appropriate recommendations to improve procedures.
- Ensure Quality Improvement Plans are effectively co-ordinated and evidenced to support the Company's direction to achieve Ofsted outstanding and to maintain excellent external quality assurance (EQA) assessments.
- To work with the Apprenticeship Training Manager to create an internal audit plan to co-ordinate monthly audits of learner, and employer files (off-the-job training, progress reviews, training plans, agreements) to meet the ESFA funding and performance management rules.
- To contribute to reviewing the effectiveness of learner, employer curriculum resources to embed fundamental curriculum themes (Safeguarding, British Values and Prevent).
- To oversee the student hub to ensure that learners have access to additional resources to enhance their education and training experience by providing access to learning resources, industry exposure, and opportunities for learners to access resources to enhance their personal development (healthy living).
- To co-ordinate and undertake unannounced, planned visits producing reports to monitor the quality of delivery undertaken by Langley Associates, Staff (national training centres or on-site delivery at employer's premises).
- To work with the Head of Operations by undertaking lesson walks, and observations of teaching-learning assessment (OTLA) and to align to CPD and improvements to TLA.
- Attend standardisation meetings to review the curriculum effectiveness and identify continued improvement measures for delivery staff.
- To co-ordinate internal schedules, learner, and employer files and ensure all operational plans are effective to support the Company with unannounced and planned audits from awarding bodies, and governmental bodies and to meet contractual requirements.
- To support the Apprenticeship Manager where required to plan appropriate support with classroom-based delivery (functional skills) in the event of exceptional circumstances for contingency planning.
- To work with the Head of Operations to establish a process to select appropriate end-point assessment (EPA) organisations to support apprentices.
- To review the effective utilisation of the Company's education and training software packages (BKSB, Smart Assessor, and PICS), producing reports for the management to monitor curriculum performance to inform decision-making associated with the quality of education.
- To support the management team with the utilisation of external learner systems, and portals (CITB, NOCN) where learner registration, or other processes need to be conformed to.
- To co-ordinate administrative duties to ensure corporate service departments assist the Company effectively (employers, external reporting, health, and safety).
- To work with the management team to keep abreast of external market demand to assess new qualifications for delivery in supporting the Company's growth plan.
- To promote, plan, and achieve successful completion of Trailblazer programmes in collaboration with colleges and national awarding bodies.

Qualifications:

- GCSE A-C, relevant professional qualification or equivalent in English.
- Willingness to work towards the Level 3 Award in Education (AET) and or Assessor Course (A1)

Experience:

- An understanding of business requirements.
- Working to deadlines.
- Excellent communication with a variety of people, working with all levels of our business.
- Experience working on my own initiative and as part of a team.
- Good PC skills including Microsoft Office applications and other relevant software.

Skills and Abilities:

- Excellent communication skills, oral and written.
- Excellent organisational and time management skills.
- Accuracy and attention to detail.
- Computer literacy and good typing skills.
- Ability to use your own initiative.
- Ability to manage demanding workloads and multiple tasks simultaneously.
- Ability to work under pressure.

- Ability to develop systems and processes to manage and deliver required objectives.
- Able to effectively manage resources to achieve business objectives.
- High level of analytical with an ability to deliver creative solutions.
- Ability to build relationships; communicate and negotiate effectively, work under pressure, multi-task, and maintain a high level of attention to detail.

Additional Requirements:

- From time to time there may be a requirement to travel to other training sites.
- This role does require the post holder to be an Essential Car User, hold a full UK driving licence, and have access to a vehicle.
- This role does not require the post holder to work occasional evenings and weekends.

Salary and benefits

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

An excellent benefits package, including:

- 25 days of holiday per annum in addition to the standard statutory days (mandatory 3 days to be saved for Christmas)
- 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@langley.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 **1 April 2024**