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| **Job Title:** | Programme Delivery Lead | **Department / Business Sector:** | MTC Training – Apprenticeship Training |
| **Career Level:** | 4 | **Reporting to:** | Programme Delivery Manager |
| **Location:** | AMTC, Coventry, CV7 9JU |  |  |

**About MTC Training**

MTC's vision is to develop a training capability that embeds adaptable knowledge, skills and behaviours that future-proof UK manufacturing. Aligning technical content identified in MTC's core business to our apprenticeship and commercial (engineer upskilling) is at the core of our strategy.

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|  | **Description** |
| **Job Purpose** | MTC Training’s vision is to develop a training capability that embeds  adaptable skills, knowledge and behaviours that futureproof UK  manufacturing  Seeding the advanced manufacturing sector through the design, development and delivery of a range of education and training programmes from school engagement through to degree level is our core proposition.  The Programme Delivery Lead role is required to have day-to-day operational responsibility for the delivery team of MTC’s pioneering training programme in partnership. |
| **Person Specification** | All aspects of the role are to be carried in adherence to the MTC RIGHT way values: acting responsibly, providing inspirational leadership, delivering in the broadest sense a great working environment, leading with honesty and integrity, and promoting teamwork.    In addition:   * Passionate about supporting Learners to achieve * Determination to succeed and passionate about developing people through high-quality education * Highly articulate, highly presentable, excellent written and oral communication skills and confidence to give presentations to a wide variety of audiences * Self-starter, able to work on own initiative * Able to travel throughout the UK – driving licence required * Self-motivated regarding their Continuing Professional * Development * A team player with and ability to lead, motivate and inspire team members * Strong customer relationship and interpersonal skills * Highly motivated and resilient. * Able to work in a way that promotes the safety and wellbeing of learners |
| **Key Activities** | * Act as line manager to assigned trainers and ensure that they are effectively managed via 1-2-1s, assigned to units in accordance with their skills and abilities and developed to ensure operational targets are achieved * Responsible for all skills delivery aligned with both awarding bodies and IFATE Standards ensuring compliance with all relevant external stakeholders * Develop the engineering skills training to ensure that it continues to align with industry requirements and awarding body updates. * Complete Internal Quality Assurance activity to understand MTC Training’s compliance with awarding body requirements and to identify areas of improvement within the organisation. * Manage the skills Trainers to develop resources, practises and use new technology to advance their educational skills for an effective and efficient learning experience * Be able to coach and mentor new staff to lesson plan, prepare resources and effectively track the progress of their Learners * Provide the Delivery Manager with regular updates on learner progress against learning outcomes and create ILPs for those learners who need additional support * Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style and be proactive in identifying opportunities that are appropriate to maintain your professional development. * To support the Programme Delivery Manager in delivering the provision of an innovative, effective and efficient curriculum offer that meets the needs of Learners and employers in line with national, regional and local government agenda |
| **Communication** | * Ability to inspire the confidence of others through a clear approach to management in line with the MTC RIGHT Way Promote the health and safety of colleagues and Learners within the training facility * Excellent communication skills with proven ability to negotiate, influence and present to a wide range of audiences. * Ensure that the development and performance review process (Contribution and Impact) works effectively * Convene, chair and minute weekly team meetings to provide guidance and transparency * To work jointly with Delivery Managers and other Leaders to plan curriculum, delivery planning, share resources and skillset and prioritise trainer development to support the aims of the MTC Training * Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to college) |
| **Innovation** | * Working closely with Quality Leads and Programme Delivery Manager to develop outstanding TL&A which utilises resources and technology * A dynamic, driven and enthusiastic approach to curriculum leadership and development with the ability to communicate effectively with colleagues internally and externally |
| **Knowledge** | * Experience of curriculum management * Experience in Lecturing/Training in your subject specialist area (able to plan lessons and prepare schemes of learning) * Working knowledge of Apprenticeship Standards and End Point Assessment * Self-starter and able to work on own initiative * Excellent written and oral communication skills * Understanding of the structure and assessment requirements of relevant awarding bodies and competence-based qualifications in further and/or higher education |
| **Qualifications** | **Essential**   * Qualified to minimum Level 3 (Engineering expertise would be advantageous but is not essential) * A full teaching qualification is an essential requirement. As is significant experience/expertise in education (F.E / H.E or apprenticeships) * A full assessor qualification is a requirement. TAQA L3 or equivalent (or willingness to gain within 12 months of employment).   **Desirable**   * An IV qualification, TAQA L4 or equivalent * Engineering Industry expertise would be advantageous but is not essential |
| **Vetting Checks** | Learners’ safety and wellbeing is of paramount importance to all MTC Training employees. All individuals are expected to actively contribute to our culture of safeguarding and vigilance to ensure learning is delivered in the safest environment possible.  Shortlisted candidates are subject to safer recruitment screening, including but not limited to:   * Employment history check, * Right to work check, * Identity check, * Two references, * Qualification check, * Industry prohibitions check (applies to programme delivery and assessment roles), * Public online activity search, * Enhanced DBS with children’s barred list check.   The successful applicant will be required to promptly complete training relating to safeguarding and prevent and is expected to undertake ongoing training in relation to children’s safety and wellbeing.  The successful applicant will be expected to maintain our safeguarding culture and contribute to it by supporting the Designated Safeguarding Lead and safeguarding team.  The successful applicant will be required to adhere to our Code of Conduct and share our commitment to the welfare of children. |