



JOB TITLE: Assistant Director of Apprenticeship Quality and Regulation.

DEPARTMENT: Group Academic Services

LOCATION: Hybrid (Work from closest BPP Office)

DAYS/HOURS WORKED: Full time/ Permanent.

SALARY: Up To 60,000

REPORTING RELATIONSHIPS

Reports to: Director of Apprenticeship Quality and Regulation

JOB PURPOSE:

As the Assistant Director of Apprenticeship Quality and Regulation you will lead several of BPP Education Group's entities in their preparations for, and during, regulatory inspections. In particular, you will be the Ofsted Nominee for Estio Training Ltd. and Firebrand Training Ltd. this may be revised in the future as the needs of the business evolve. Additionally, you will work with the Apprenticeship Quality and Compliance team to promote and ensure the highest standards in apprenticeship quality and regulatory compliance across the BPP Education Group.

PRINCIPAL JOB ELEMENTS AND RESPONSIBILITIES

Key Responsibilities and Accountabilities

1. During Ofsted inspections of BPP Education Group entities; Estio and Firebrand, be the Ofsted Nominee, leading planning and work associated with this role.
2. Working with the Director of Apprenticeship Quality and Regulation and the BPP Education Group's Apprenticeship Senior Quality Advisor, successfully lead Estio and Firebrand in preparation for regulatory inspection of the effectiveness of education quality.
3. Working with the Director of Apprenticeship Quality and Regulation lead on the writing of the Self-Assessment Report (SAR) for Estio and Firebrand.
4. Working with the Head of Apprenticeship Quality and appropriate stake holders, take a leading role in devising and monitoring the Quality Improvement Plan (QIP), ensuing effective targets are devised to meet KPIs.
5. Participate in regular data calls and quality calls to support the drive to improve outcomes and standards.
6. Participate in the BPP Education Group apprenticeship deliberative and governance structure, attending, and where appropriate presenting at relevant committees.

7. Take an active role in the quality assurance of learning and teaching, and the advancement of pedagogical practice in collaboration with the Head of Apprenticeship Quality.
8. Collate and analyse performance data against national benchmarks and provide quantitative and qualitative evidence of improvement as required by internal and external stakeholders.
9. Work with colleagues in the Apprenticeship Quality and Compliance team to ensure the smooth and consistent alignment of quality and regulatory work across the BPP Education Group.
10. Lead, devise, coordinate and /or facilitate CPD and briefings to drive up quality standards.
11. Take part in the approval /re-approval process for the development of high-quality apprenticeship programmes across the BPP Education Group.
12. Work to investigate, address and resolve concerns escalated to the team.
13. Work with colleagues in schools, areas, and entities across the BPP Education Group to promote a culture of reflective practice, quality, and compliance throughout all apprenticeship provision.
14. Work with the Director of Apprenticeship Quality and Regulation in support of appropriate quality and regulatory visits (e.g., ESFA).
15. Communicate effectively, building relationships with all internal and external stakeholders to ensure effective working relationships.
16. Commitment to equality, diversity, and inclusion.
17. Understanding of and commitment to safeguarding.
18. Carry out any other duties as reasonably requested by the Director of Apprenticeship Quality and Regulation.

Knowledge, experience, and skills required:

Descriptor	Essential	Desirable
Degree qualified or equivalent experience in a similar or related role(s)	x	
Level 7 Qualification or above		x
Has experience of being an Ofsted Nominee.		x
Considerable experience in education regulation within the apprenticeship sector.	x	
Considerable experience with leading and influencing improvements to quality, ideally at a range of providers.	x	
Knowledge and understanding of quality performance indicators in particular Ofsted's Education Inspection Framework (EIF).	x	
Proven analytical and problem-solving capability.	x	
Proven communication, presentation, and interpersonal skills.	x	
Proven organisational skills, an ability to prioritise tasks and to effectively manage own workload.	x	
Ability to deliver key objectives within challenging time frames	x	
High personal standards of accuracy and attention to detail	x	
Good Microsoft Office skills including Excel, PowerPoint, and Word	x	
The ability to work well in a team and be collaborative	x	
The ability to build relationships, inspire excellence and motivate those you do not have direct line management responsibility for.	x	
Innovative and courage to challenge	x	
High ethical standards	x	
Embodies BPP Values, Everybody Matters, Trust and Respect, Stronger Together, Embrace Change, Student, Learner and Client Centric	x	
Enhanced DBS check	x	