



THE
BEDFORD
COLLEGE
GROUP

Group Head of Apprenticeships

ATTITUDES

KNOWLEDGE

SKILLS



F E A
FE ASSOCIATES

Candidate Information Pack
March 2025
www.fea.co.uk/job/tbcg-app/

Welcome

Dear Colleague,

Thank you for your interest in the role of Group Head of Apprenticeships at The Bedford College Group (TBCG). The Group is the seventh largest further education college group in the sector by income and comprises seven distinct colleges with three further educational colleges, two sixth form colleges, one agricultural college and one national college for motorsport.

Our values are extremely important to us and keep the student at the heart of everything we do, but none more so than those of valuing teamwork, continuously improving, caring and inclusive, all of which sit at the heart of this role.

We are looking for a dynamic and experienced Group Head of Apprenticeships to lead and expand our apprenticeship programmes.

To succeed in the role, you will have significant recent experience of leading apprenticeship provision and will be responsible for building strong relationships with employers and stakeholders, ensuring compliance with funding and regulatory requirements and driving the growth and quality of our apprenticeship delivery.

You will be coming to TBCG at an extremely exciting period of change, having joined as the new CEO in January 2024 the Group is being led with a passionate commitment to and vision of excellence that will take us forward in the next stage of TBCG's evolution.

Interested parties are strongly encouraged to contact our FE Associates recruitment partner, Claire.Gehlig@fea.co.uk, to arrange an initial discussion prior to submitting an application.

With best wishes

Yiannis Koursis
Group Chief Executive



About Us

TBCG is one of the largest FE providers in England and has grown rapidly in the last few years. Initially based on the old Bedford College site, through mergers and acquisitions, this year we have grown to have approximately 18,000 learners on multiple sites. In 2018, it successfully merged with Tresham College to create pan-Bedfordshire and North Northamptonshire provision based on the concept of developing regional market towns, and this has been boosted by Central Bedfordshire College (CBC) deciding to join the Group in February 2023. The Group has an Ofsted judgement of 'good', having rapidly improved the quality rating of Tresham on merger. These developments mean that TBCG has geographical sites in Bedford, Kettering, Corby, Wellingborough, Silverstone (housing a specialist motorsport facility), Shuttleworth (a land-based campus), and CBC sites in Dunstable and Leighton Buzzard.

Our strategic plan from 2022 to 2027 has a straightforward but challenging aim: 'to be the best and most authoritative further education provider in the South East Midlands'. This reflects both our current position as being the largest provider of FE in the region and also our ambition to be recognised as a system leader in national FE and a major source of civic leadership within our communities. TBCG is explicitly a regional institution and has no interest in being a national group or in growing for the sake of growth. Our rationale for expansion has been (and will continue to be) to achieve the benefits of regional integration, and its location is a major strength sited, as it is, within the southern part of the Oxford-Cambridge Arc and within easy commuting distance of London. Economic growth and employment opportunities are buoyant (under almost all economic models) and population growth and long-term demographic projections are strong. The region has genuine world-class employers with needs requiring world-class technical skills, and TBCG is committed to



making a substantial contribution with regional partners to achieving this. We are also aware that advances in digital technology will change many aspects of how FE operates and we intend to be a leader in this area as well.

Notwithstanding such ambitions, TBCG will remain a values-driven institution with its students and the communities it serves at its heart, and with a strong commitment to equality, diversity and inclusion (our strategic plan reaffirms this). TBCG has always striven to do what is best for its students and, thereby, to promote educational excellence by delivering programmes that stretch and challenge them. Continuing to enhance the quality of provision and student and employer satisfaction is at the heart of our strategic plan.

The strategic plan is available on our website and has been included on the FE Associates microsite for this role. The financial position of the Group is strong and it has a reputation in the sector for excellent financial management including having retained an ESFA financial rating of 'outstanding' for many years. Clearly, the national funding environment is difficult, particularly given inflation and the challenges of many aspects of staff recruitment and reward. Nonetheless, TBCG is better placed to weather such storms than the vast majority of the sector and we have a strong working relationship with our banks.

Our CEO, Yiannis Koursis OBE, continues to build on the Group's strong reputation, guiding us through the next phase of our journey. Yiannis has been transforming the lives of students for more than 17 years, having held senior roles in further education at colleges across the UK. In recognition of his exceptional contributions to social progress and development, he was awarded an OBE in 2022 and a fellowship from the Royal Society of Arts in 2020. Yiannis is a passionate national advocate for further education, championing its power to transform lives and tirelessly promoting the sector as a vital force for opportunity and growth.

We operate a model where each of our colleges has a designated Principal responsible for the day-to-day leadership of their respective campuses, ensuring the effective development and delivery of curriculum, teaching, and learning. The Business Development team, part of TBCG's professional services operations, is led at the Group level, serving the needs of stakeholders across each institutional region.



Job Description

Job title:	Group Head of Apprenticeships
Reports to:	Group Director of Business Engagement and Apprenticeships
Direct reports:	Group Training Managers x 6, Functional Skills Team Leader, Apprenticeship Compliance Administrator, Head of Employer Partnerships
Salary:	£62k-£70k per annum

Job Purpose

- To lead, manage, develop and promote the apprenticeship provision effectively in line with the Group's strategic plan and employer engagement strategy.
- To develop and deliver an ambitious vision for the apprenticeship provision through inspiring and empowering staff and students to achieve outstanding outcomes.
- To improve continuously the standard of teaching and learning and apprentice outcomes through rigorous performance management and effective professional development.
- To work alongside the Head of Business Development to plan and manage effectively apprenticeship programmes to meet the current and future needs and interests of apprentices, employers, partners and other stakeholders within the local community.

Main Duties

Curriculum vision, development and management

- To lead the planning, development and delivery of apprenticeship programmes across The Bedford College Group, ensuring it is designed to meet the needs of the community, maximise quality and apprentice outcomes, meet audit requirements and deliver high performance in external performance tables.
- To ensure that apprentices have stretching and challenging workplace and day release programmes, which are in line with the strategic vision for The Bedford College Group, ensuring that these programmes include value added enhancement opportunities that maximise progression and secure permanent employment.

Student experience

- To ensure that there is an outstanding apprentice experience and a strong focus on the apprentice voice, ensuring that apprentices feel that they belong to a community both in the workplace and in college.
- To ensure that apprentice delivery models are planned to enable a broad set of opportunities throughout the programme that will support apprentices' learning as well as their personal/social development and employability.

Teaching and learning

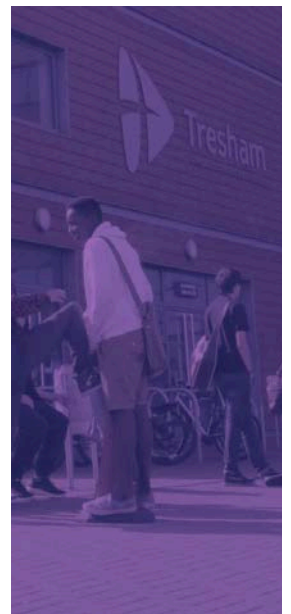
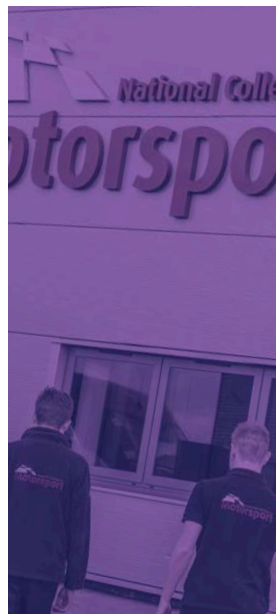
- To ensure the quality of teaching and learning is of the highest standard within The Bedford College Group apprenticeship provision, working closely with the Heads of curriculum teams.
- To provide leadership in raising standards of teaching and learning and the development of appropriate methodologies for inclusive and personalised learning.
- To plan the training and development for delivery and support staff to raise standards of learner achievement.

Outcomes for apprentices

- To maximise the Group's position in the national college performance tables. Key performance indicators to include overall achievement and timely achievement of EPA, with high EPA grades of merit and distinction.
- To ensure that tracking of apprentice progress is exceptionally good and monitored relentlessly so that apprentices succeed in all components of their programme, and it is expected that all apprentices will leave their apprenticeship with strong EPA outcomes and will also remain in secured employment with excellent career prospects.
- To deliver an outstanding journey including robust IAG, right apprentice/right programme/right employer, efficient enrolment/sign up, meaningful induction, on programme learning, off the job, gateway and successful EPA.
- To further increase the proportion of apprentices progressing onto higher and degree apprenticeships and widen out pathways from levels 2 to 6.

External promotion of The Bedford College Group's Apprenticeship Provision

- To externally promote and increase the external profile of The Bedford College Group's apprenticeship provision. This is to include promoting the apprenticeship offer and outstanding apprentice experience through, for example, increased liaison with feeder schools, taster events, master classes, publicity and attending networking events, employer/parent engagement evenings, open events, employer forums etc.
- To lead on the apprenticeship parental engagement strategy and its implementation, ensuring that parents, carers and guardians are fully informed.



People management and development

- To ensure that there is regular, frequent and meaningful engagement with staff at all levels across the various college campuses and that staff wellbeing is prioritised.
- To ensure the effective performance of direct reports, providing support and guidance, coaching and mentoring and setting targets to ensure high standards and high levels of staff motivation, morale and engagement.
- To ensure all aspects of staff management are carried out across the team to include (but not limited to), regular catch ups, annual appraisal and development reviews, induction, mandatory training and recruitment.
- To ensure good practice is shared and implemented in areas of learning through team meetings, staff training and development and peer observation.
- To ensure that employee performance management and development procedures and practices are effectively and fully implemented.
- To ensure continuous succession plans are in place with opportunities for staff to 'step up' and develop new skills and experiences.

Resources management

- To create a learning environment and a culture where learning and achievement is most important and evident.
- In liaison with the Group Director of Business Engagement and Apprenticeships and the Group Director of People, to ensure that The Bedford College Group's Apprenticeship team has the current and future staffing capacity and capability to deliver the planned delivery model and that we attract the best delivery staff therefore.
- Working in partnership with the Business Development and Marketing teams, to lead on the forecasting of learner numbers across the apprenticeship provision and take prompt action to ensure targets are met.
- To manage budgets allocated within the Group's financial regulations.
- To plan for resources annually, ensuring that delivery teams have access to resources required for sign up, eportfolio, EPA resources, other learning materials, including the functional skills team.
- To lead and manage the relationships held with software partners, such as OneFile, Cognassist, DocuSign etc.



Funding audit and performance management

- To lead on the funding and performance management rules for apprenticeships, ensuring the Group is able to deliver substantial assurance outcomes in internal and external audits and processes are fully compliant with the funding rules.
- To participate in monthly forecasting meetings with managers accountable for apprenticeship outcomes, interrogating the data, reviewing apprentice progress and EPA outcomes and ensuring timely achievement is delivered.
- To prepare and write reports for scrutiny based on in year performance, using an effective report writing format and interpreting ILR data with local in month performance within each campus.

General

- To work in a flexible proactive manner to meet the changing requirements of Further Education and undertake other associated duties, which may be required by the Principal.
- To ensure all targets in the business plan are met.
- To attend and participate in all relevant organisational meetings.
- To support and participate in events such as open days, result days etc.

Statutory Duties

- **SAFEGUARDING** – To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with BCG policy and procedure.
- **EQUALITY & DIVERSITY** – To be responsible for promoting equality and diversity in line with BCG policy and procedure.
- **HEALTH & SAFETY** – To be responsible for following health and safety requirements in line with BCG policy and procedure.
- **TRAINING & DEVELOPMENT** – To participate proactively in training and development including any required qualification development.



Person Specification

Qualifications/Training

Essential

- Degree, or equivalent.
- Teaching qualification at Cert Ed/PGCE or equivalent.
- Evidence of recent professional development.

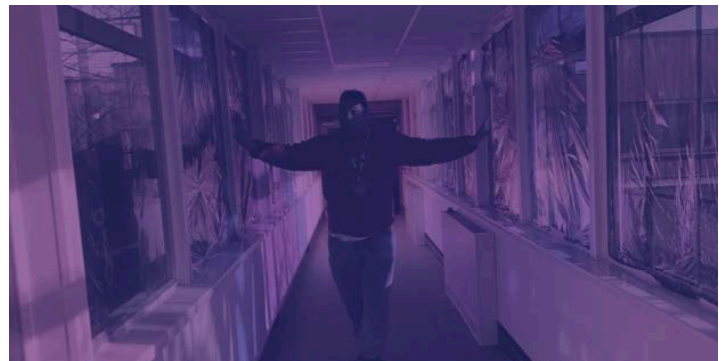
Desirable

- Post graduate qualification.
- Recognised management qualification.

Knowledge/Experience

Essential

- Evidence of high performance in previous roles/jobs.
- Significant successful recent experience of leading apprenticeship provision.
- Experience of managing quality systems to enhance learning of students evidenced by learner outcomes.
- Evidence of using a range of data and information sources to drive forward improvements in student outcomes.
- Experience of budget management based on income targets and expenditure.
- Recent experience of effective line management, challenging of underperformance and implementing development leading to evidenced improvement.
- Experience of working effectively with people from diverse backgrounds.
- Evidence of understanding how to promote equality and diversity within the job role.



Desirable

- Experience of managing student academic and disciplinary processes (including student suspensions and exclusions).
- Recent experience as an outstanding manager, trainer delivering on apprenticeship programmes.
- Experience of effectively managing quality assurance for both apprenticeship and vocational programmes.
- Experience of undertaking observations of workplace or classroom delivery.
- Experience of working effectively in a customer focused environment.

Skills/Abilities

Essential

- Credibility and ability to effectively lead and influence others.
- Ability to work independently and make decisions with minimal support.
- Ability to develop a supportive and achievement led working environment.
- Ability to positively communicate and network with a wide variety of people both within and outside The Bedford College Group at all levels.
- Ability to adapt and respond positively to change and challenge.
- Ability to analyse, interpret and evaluate management information, test assumptions and make judgements.
- Ability to promote our outstanding reputation and carry out our business appropriately and professionally at all times.
- Ability to communicate effectively and confidently face to face, on the telephone and in writing.

Desirable

- Experience of using Pro Achieve and eportfolio software

Special Requirements

Essential

- Responsibility for promoting and safeguarding the welfare of children and young persons you are responsible for, or come into contact with.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Willingness continuously to update skills and knowledge.
- Flexible approach to work and working times.
- Willingness to travel to and work at all locations where we provide a service.
- Awareness of health and safety requirements relevant to the job.



The Bedford College Group

Terms and Conditions

The appointed candidates will receive the following:

- a competitive salary
- 35 days annual leave plus bank holidays
- a pension through the Teachers' Pension scheme.

Key Dates

Closing date for applications:	9am on Monday 28 April 2025
Shortlisting:	Wednesday 30 April 2025
Interview date:	Wednesday 7 May 2025

The images used in this document are the copyright of The Bedford College Group; acknowledgement of that copyright is hereby given. All images are used with the permission of the owner and may not be used by third parties without permission of The Bedford College Group.

The Application Process

We have retained FE Associates to support us in finding outstanding individuals to inspire excellent practice across our organisation. The application process is outlined below.

Initial Discussion and Recorded First-Stage Teams Interview

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Claire.Gehlig@fea.co.uk, to discuss the role before the closing date. Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application. Please see the final page of this pack for full details on how to submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

This post is exempt from The Rehabilitation of Offenders Act 1974. The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide. The Bedford College Group's policy on the employment of ex-offenders is available upon request. Candidates who are barred from working with children are reminded that it is a criminal offence to apply for this post.



Having obtained the full information from <https://www.fea.co.uk/job/tbcg-app/>, discussed the role with Claire Gehlig and scheduled your first-stage interview via Teams, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. Please note, CVs will not be accepted in place of, or in addition to, the application form.

Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. An Application Form with all sections completed including:

- An explanation of any gaps in your employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
- Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in **section 11**.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – tbcg-app-Application.

2. The Equality and Diversity Monitoring Form.

- This is a Word format document. Please click **inside** each check box that applies to you.
- Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – tbcg-app-ED.





THE
BEDFORD
COLLEGE
GROUP

The Bedford College Group
Bedford College (registered office)
Cauldwell Street
Bedford
MK42 9AH

Tel: 01234 291000
bedfordcollegigroup.ac.uk

FEA

FE ASSOCIATES