

## Job Description – Academy Manager

**Contract type:** Permanent

**Location:** Academy-based

**Department:** Training

---

As an Academy Manager you will oversee the work of Educators within the Academy and ensure that the learners attending the academy progress through their curriculum as agreed within their individual training plan.

It is essential that you maintain the health and safety of all staff, learners and visitors to the academy. You will ensure that the academy delivers high quality education in line with curriculum plans and that there are sufficient resources for staff and learners that are in a good working order.

## Responsibilities

---

- To plan and oversee the operation of the academy
- To liaise with stakeholders including but not limited to parents, carers, employers and external agencies
- To ensure that the academy facilities and systems are appropriate for use
- To plan and monitor allocated budgets set and ensure revenue targets are achieved, if applicable
- To ensure that all Organisation, Awarding Body and Ofsted information is disseminated to the academy staff and monitor its implementation
- To ensure that education activities take place daily for all learners as identified in their individualised curriculum
- To conduct health and safety monitoring activities regularly in line with legislation and company policy
- To ensure that Educators issue and adhere to the individual targets and training plans agreed with learners
- To ensure that Educators follow the curriculum plan and deliver engaging sessions which develop the learner's knowledge, skills and behaviours
- To support and lead staff training and development programmes including onboarding
- To carry out professional development reviews and annual appraisals with employees, co-ordinating performance management where necessary
- To ensure the delivery of the curriculum is in line with the Ofsted framework and meeting the organisations quality assurance standards
- To ensure that all learners have equal and fair access to learning activities and the assessment process
- To develop learners Literacy, Numeracy and ICT in line with individuals starting points

- To prepare and complete learner progress reviews in line with company expectations
- To provide constructive feedback on achievement and performance to learners supporting their developments and celebrating their successes
- To attend regular standardisation meetings and training with relevant industry team members

## Person Specification

Candidates without a particular qualification which we have listed as ‘essential’ need not be discouraged from applying if they are willing to undertake appropriate training in-post.

Experience		
Description	Essential	Desirable
Industry related, minimum 5 years	X	
Education delivery, minimum of 2 years	X	
Previous management experience		X
Health & Safety compliance		X
Qualifications		
Description	Essential	Desirable
Level 3 Industry related qualification or higher	X	
Level 2 Functional Skills in Maths, English and ICT	X	
CIAVA (Certificate in Assessing Vocational Achievement)	X	
Level 4 Certificate in Education and Training or equivalent	X	
Level 5 Diploma in Education and Training or equivalent		X
Level 3 Management / Team Leader / Supervisor	X	
Level 5 Departmental Operational Manager		X
IOSH	X	
Safeguarding level 1	X	
Designated safeguarding lead	X	

### You will need to:

- Maintain personal and professional development and CPD to meet awarding body and contract requirements, and the changing demands of the job
- Undertake the duties described in this job description in a manner that promotes equality of opportunity, dignity and due respect for all employees, learners and other contacts and is consistent with the company’s Equal Opportunities policy
- Be aware of and follow the guidelines issued by DCSF under the KCSIE Policy
- Present a professional image of Heart of England Training in all contacts, and to build and maintain strong relationships
- The precise description and nature of your job may be varied from time to time and you may be required to carry out other duties as necessary to meet the needs of the Company

This role will require a commitment to safeguarding and the postholder will undergo training for health & safety, safeguarding, prevent and EDI (Equality, Diversity and Inclusion) and GDPR.