

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

Adult Learning Curriculum Manager DRAFT

NJC Grade 9 SCP 30 - 34 £27,358 - £30,756

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

Closing date for receipt of applications: TBC

Interviews will be held: TBC

Pat Carrington
Head of Service/Principal

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION DRAFT

PCC Section: Peterborough Adult Learning Service (PALS)/City College Peterborough (CCP)
Department: See attached sheet
Job Title: Adult Learning Curriculum Manager
Post No:
Grade: NJC Grade:9 SCP 30-34 £27,358 - £30,756
Responsible to: Assistant Vice Principal 19+
Responsible for: Admin staff, tutors, assessors and LSAs

**ORGANIZATION CHART
(see attached)**

JOB PURPOSE

This role is key to supporting the achievement of all contractual and quality external and internal targets. The postholder will work proactively to take responsibility to ensure the effective deployment of all resources, including staffing, to meet all targets for funding, fees and quality within budget.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Take a responsibility for their areas to develop, implement, monitor and review plans for the provision, including any subcontracting, monitor continuously to report progress to the Assistant Vice Principal, in order to ensure that all targets including financial, contractual and quality are achieved within budget
2. Co-ordinate the smooth operation of the provision, ensuring the effective timetabling and rooming of courses, course administration, contractual requirements and evidence and staff deployment to meet all financial and quality targets.
3. Be the first point of contact for all matters relating to learners, tutors, LSAs and assessors.
4. Line manage staff and conduct regular 121s and appraisals putting in place any indicated support and training.
5. Take a responsibility for the quality of the learner experience, including teaching, learning and assessment, within their areas, liaising as needed with the Assistant VP, direct the work of and performance manage tutors, assessors and LSAs in 121s, appraisals and at team meetings to continuously improve the quality of the provision and ensure all external and internal targets are met within budget.

6. Take responsibility for learner recruitment and initial, ongoing and end of course internal and external assessment to ensure funding, fees and quality targets are met.
7. Take responsibility for monitoring attendance, retention, success / achievement and progression to ensure all targets are achieved.
8. Work with other internal departments to co-ordinate the production of timely, accurate information and data, making recommendations to support management decision-making and to satisfy all awarding body, funding and other financial requirements.
9. Be pro-active in identifying to the Assistant Vice Principal new opportunities for the development of the provision, partnerships and improvements in ways of working to support quality and efficiencies.
10. Work with the Vice Principal, partners and the marketing team to ensure that the provision is marketed effectively and in a timely way.
11. Work with the administration team to support effective administrative processes and communication, both internal and external.
12. Ensure documentation is completed to deadlines and complies with funders', Ofsted's and CCP's Quality Procedures.
13. Deal with internal and external queries, enquiries and requests effectively and liaise with external clients / partners as directed by the Vice Principal
14. Attend external and internal meetings to represent the organization.
15. Participate in the college management duty rota, provide holiday and sickness cover as required.
16. Contribute to ensuring the safeguarding of children and vulnerable adults and that the organization's Prevent duty is met.
17. Contribute to ensuring the College's Equality and Diversity duty is met
18. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
19. Assist in maintaining a minimum Ofsted Grade 2.
20. Meet the minimum requirements of Continuing Professional Development (CPD)

GENERAL DUTIES

1. To ensure that the College/Service's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service/College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Peterborough Adult Learning Service/Principal CCP.

VARIATION CLAUSE

This is a description of the post, as it is constituted at the date shown. It is the practice of this Service/College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

Description prepared by: Vice Principal

Date: July 2018

Description authorized by: Pat Carrington
(Head of Service/Principal)

Date: July 2018