

**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE: Senior Curriculum Support Officer**

**DIVISION: Hartlepool Adult Education**

**GRADE:** **Band 8**

**RESPONSIBLE TO: Curriculum Manager**

**POST REFERENCE:**  **105788**

**Purpose of Post:**

1. To support teaching and learning across the service.

2. Assist in maintaining good communications within the Hartlepool Adult Education Service.

3. Provide a range of services to learners.

4. To support the delivery of accreditation and exams.

**Relationships:**

1. To work cooperatively with other members of the support team.

2. To work cooperatively with management, and teaching staff.

3. To respond appropriately to potential learners, members of the public or outside agencies.

**Key Functions:**

1. Manage the maintenance of resources and equipment for the teaching staff to use.

2. Provide specialist advice and guidance as required to learners and staff.

3. Produce a range of documentation and learning materials as required.

4. Manage a range of records including data and learner records and reviews.

5. Produce a range of data reports and provide basic analysis to teaching staff.

6. Ensure all records are secured and prepared for audit.

7. Organise and monitor a range of support for the learners.

8. Support the curriculum staff in the organisation of the learning programmes.

9. Ensure all staff contracts and salary claims are issued and processed.

10. Develop new and innovative ways of marketing and promoting the service.

11. Develop new ways of targeting the public to engage them in learning.

12. Support the curriculum staff with the organisation and registration of learners for exams and other accreditation.

13. Manage the enrolment of learners onto programmes and the collection of fees.

14. Support the service in the delivery of outside activities such as celebration events.

15. Support the induction and training of new staff./subcontractors.

16. Maintain a detailed knowledge of all policies and procedures related to Hartlepool Adult Education in order to support the overall goals and to provide advice to those using the services.

17. Prepare and create material for the service websites.

18. Maintain the material on the service websites and ensure the content is up to date.

19. Any other duties of a related nature which might reasonably be required and allocated by the Curriculum Manager.

Developments

This job description constitutes an outline of the work which the post-holder is expected to carry out. These responsibilities will be regularly reviewed in consultation with the post-holder and may from time to time be amended in order to reflect changes in emphasis or different demand made upon the Regeneration & Neighbourhoods Department.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: June 2018

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**