**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE:** SENIOR CURRICULUM SUPPORT OFFICER

**DIVISION:** LEARNING & SKILLS SERVICE

**GRADE:** BAND 8

**RESPONSIBLE TO:** BUSINESS GROWTH PROJECT CO-ORDINATOR

**POST REFERENCE:**  107368

**Purpose of Post:**

1. To effectively maintain administration and recording systems and to provide management information in a timely and accurate manner.

2. To provide administrative support across the Learning & Skills Service

3. To provide information, advice and guidance to key stakeholders such as learners, employers and external partners.

4. To assist the Curriculum Team with priorities such as developing a curriculum plan, administering Tutor/Assessor pay claims and preparing for exams and External Verification Visits.

5. To supervise staff and volunteers within the service when required.

**Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representatives groups and working with Elected Members as appropriate.

**Key Relationships**

* Learners
* Staff and Volunteers
* Tees Valley Combined Authority
* Education & Skills Funding Agenda
* Community Groups
* Employers
* Other Council Departments

**Main Duties and Responsibilities**

1. To supervise the maintenance of administrative and management information systems for the Learning & Skills service.

2. To ensure all administration and other systems are in line with external funders requirements such as Tees Valley Combined Authority and the Education & Skills Funding Agency.

3. To support with finance including raising purchase orders, processing salary claims, collecting fees, recording income onto the dedicated finance system and ensuring invoices are paid in a timely manner.

4. To promote the service including developing marketing materials, updating the website and creating content for social media.

5. To audit course and learner files to ensure they meet the requirements of the service including external funders and examination bodies.

6. To ensure that monitoring and performance information is provided at agreed times or when requested by the Learning & Skills service.

7. Ensure the day to day administration tasks for the service are allocated to staff members and completed in an effective manner.

8. Support Senior Managers in ensuring funding returns are accurate and submitted within prescribed deadlines.

9. To ensure that the documentation for all learners who commence on Learning & Skills provision is accurate and meets the evidence requirements for external funders.

10. To provide information, advice and guidance to learners on courses and other provision provided by the Learning & Skills service

11. Any other duties of a related nature that might reasonably be required and allocated.

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: November 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.**