

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Finance, Development and Regeneration		Service Area: Learning and Skills Service
JOB TITLE: Community Learning Coordinator		
GRADE: K		
REPORTING TO: Curriculum Manager		
1.	JOB SUMMARY: As part of the Curriculum Management Team, lead on the management, planning, and implementation of community learning provision which meets the needs of residents, community groups, the public sector and other stakeholders in line with local and national priorities. Manage the quality and delivery of community programmes which results in outstanding levels of achievement and progression resulting in personal, social and economic growth. Develop delivery plans and fulfil recruitment and performance targets in line with Service objectives.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	Responsible for managing the effective planning, development, delivery and quality of community learning programmes which are responsive to both local and national needs and lead to personal, social and inclusive growth
	2	Engage with internal and external partners, community groups and other stakeholders to identify and lead on opportunities for learning programme development, improvement and growth.
	3	Responsible for the implementation and fulfilment of delivery plans incorporating funding, enrolment and outcome targets in order to fulfil Service objectives.
	4	Oversee the implementation of RARPA procedures within community learning and participate in the moderation process
	5	Research, obtain approval to deliver, and fulfil the requirements of any qualifications set by awarding bodies which may be associated to any community learning programmes
	6	Effectively manage resources required to fulfil learning programme requirements such as staffing, accommodation and teaching/assessing resources including online learning.
	7	Manage and empower staff including coaching, mentoring, training, target setting and monitoring terms and conditions of employment.
	8	Be responsible and accountable for the performance and management of staff in area of responsibility such as recruitment, deployment, support, development, capability and contribute to disciplinary and grievance processes.
	9	Performance manage curriculum delivery against various key performance indicators such as funding, enrolment, achievement and progression outcomes in order to exceed national benchmarks, fulfil Service objectives and deliver an outstanding service
	10	Ensure that learner views and other stakeholder feedback is consistently and regularly reviewed, analysed and acted upon to provide an outstanding learning experience

	11	Effectively utilise a range of monitoring data and information to ensure the effective analysis of course delivery to support timely planning, interventions and improvements.
	12	Accountable for the implementation, participation and development of quality assurance and improvement processes within area of responsibility such as through self-assessment, RARPA, IQA, EQA, peer review, classroom walkthroughs and observation of teaching learning and assessment.
	13	Work closely with the Curriculum Manager and fellow curriculum colleagues to develop teaching and learning improvement strategies to ensure the delivery of outstanding teaching, learning and assessment and share good practice across the curriculum
	14	Maintain up to date sector knowledge to identify and develop opportunities to improve the Service and meet the underlying and changing needs of the sector.
	15	Interpret and apply various government, funding body, awarding body, inspectorate standards and legislation governing area of responsibility to ensure compliance.
	16	Support and undertake internal audit activities within area of responsibility to ensure quality and compliance against funding and contractual requirements
	17	Engage with all regulatory and audit based activities such as Ofsted inspections, awarding body assessments and funding body reviews.
	18	Liaise with colleagues to ensure the accurate and timely recording of high quality course records such as Schemes of Work, Lesson Plans, Assessment Plans, ILPs, ILRs, achievement and progression records
	19	Lead and liaise with colleagues to ensure the effective marketing of all learning programmes to fulfil recruitment and contractual obligations.
	20	Prepare and lead on bids in areas of responsibility and contribute to any Service wide and external bids.
	21	Maintain and refresh own teaching and learning pedagogy
	22	Advise the Curriculum Manager and Senior Management Team on all developments and recommendations relating to area of responsibility.
	23	Contribute to the staffing rota by providing management cover at designated sites
	24	Ensure the health, safety and safeguarding of learners accessing the Service such as through the embedding of British values and Prevent measures within curriculum delivery

3.

GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

	Name:	Signature:	Date
Job Description written by: (Manager)	Craig Taylor		June 2022
Job Description agreed by: (Post holder)			

Job Description dated June 2022



PERSON SPECIFICATION

Job Title/Grade	Community Learning Coordinator	Grade: K
Directorate / Service Area	Finance, Development and Regeneration Learning and Skills Service	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Educated to degree level or equivalent experience in directly relevant subject area. Teaching qualification at level 4 or above Demonstration of continued professional development Maths, English and ICT qualifications at level 2 or above	Management qualification at level 5 or above Demonstration of continued professional development in leadership and management	Application form

Experience	Evidence of successful management experience in post-19 adult learning delivery Experience of OFSTED inspection in a 'good' or better organisation Experience in engaging with partners, community groups and other stakeholders leading to course development, quality improvement and growth Experience of producing delivery plans which fulfil contractual obligations and strategic objectives Experience of managing resources to fulfil curriculum operational requirements such as staffing, accommodation and teaching/assessing resources. Experience of managing a diverse team and maximising their contribution Experience of performance management against various key performance indicators to inform timely planning, interventions and improvements Experience in the implementation, development and management of quality assurance and improvement processes such as through self-assessment, RARPA, IQA, EQA, peer review and teaching observations Experience of interpreting and applying various	Experience of producing delivery plans in line with the requirements of the TVCA Adult Education Budget Experience in the performance management of staff	Application / Interview
------------	---	---	-------------------------

	government, funding body, awarding body. inspectorate standards and legislation governing area of responsibility to ensure compliance		
Knowledge & Skills	Extensive knowledge of AEB funding rules and performance management frameworks Ability to engage and collaborate with key partners and employers to fulfil requirements, drive improvements and meet recruitment targets Demonstrable knowledge of the Ofsted Education Inspection Framework and other quality assurance and improvement frameworks Knowledge of RARPA and awarding body assessment and verification processes Knowledge of applying health and safety legislation and risk assessment Ability to set and work to deadlines Ability to lead, manage and empower a team Ability to analyse data and interpret information Ability to communicate both orally and in writing with a wide range of people and organisations		Application/ Interview

	Competent in the use of information technology applications including Teams, Word, Power point, Excel and Internet platforms		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. A willingness to train further as deemed appropriate for the post holder		Application / Interview
Other requirements	Car user		

Person Specification dated

June 2022