



Job Description

TITLE:	Head of Adult and Community Learning
SALARY:	T1 M1 – T11 M3 - Up to £43,624 depending on qualifications and experience
CAMPUS:	Strode's and Windsor
HOURS:	Full Time, 37 hours per week
JOB PURPOSE:	<p>To lead the development of a revised and vibrant Adult and Community Learning offer for the Strode's and Windsor Colleges' areas.</p> <p>To effectively manage the curriculum offer including recruiting and managing appropriate staff and or contractors to ensure required levels of student retention and achievement are achieved and promoting with colleagues best practice in the delivery of teaching and learning.</p> <p>To undertake appropriate staff development and to formulate and deliver development activities for other staff.</p>
ACCOUNTABLE TO:	Director of Windsor College

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

KEY ACCOUNTABILITIES:

The main duties and responsibilities of the post include the following:

1. Lead all Adult and Community staff – established, sessional and contracted deliverers - and delegate course leader responsibilities in a fair and equitable manner to ensure delivery of a high quality service.
2. Work with the Director of Windsor College, the Assistant Principal Sixth Form and college marketing team to review current courses and bring a new offer to market.
3. Promote a culture, which sets high expectations of staff and students in the department including the sharing of good practice.
4. Acquire a full understanding and keep abreast of funding streams for the course offer.
5. ensure that schemes of work that provide individualised learning are used effectively for all courses in the department.
6. Identify and monitor students at risk of underperforming and ensure that clear actions and strategies for support are implemented.

7. Review the effectiveness of provision in the department in accordance with the Windsor Forest Group Quality Cycle, participate in the Lesson Observation scheme and implement appropriate action plans to improve the quality of teaching, learning and assessment and learner outcomes.
8. Participate in the appointment, induction and probation and performance management of teachers in the department and also, when necessary, manage complaints and/or conduct capability and discipline issues.
9. Work with the Director of Windsor and the Assistant Principal Sixth Form to manage staff utilisation and other resources, including the monitoring of capitation expenditure.
10. Teach up to 350 hours annually and undertake all associated duties.
11. Attend relevant meetings, co-ordinating at local level and participating in, a range of College activities such as Open Evenings, weekend road-shows, etc. to meet the operational needs of the institution as well as ensuring effective interviewing and enrolment of students.
12. Observe at all times strict rules of confidentiality appropriate to the post.
13. To undertake such other duties as may reasonably be required, commensurate with the grade of the post, at the initial or present place of work or at any of the College's establishments.

GENERAL DUTIES

- To be a member of the College's Safeguarding Triage Team
- To promote creativity and innovation within areas of responsibility
- To undertake other duties as the Principal or Assistant Principal may from time to time reasonably direct
- To represent the College when required

NOTE

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the College's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION
Head of Adult and Community Learning

	Essential	Desirable	Source of Evidence
Qualifications			
Educated to Degree level or equivalent	✓		AF
Possession of a recognised teaching qualification	✓		AF
Experience			
Successful recent experience of running a course or courses	✓		IV
Evidence of motivating learners and developing and maintaining high levels of student retention and achievement		✓	IV
Demonstrates an understanding of the learning environment and the support required for a variety of students of differing ability	✓		AF/IV
Experience of setting targets and monitoring progress against those targets		✓	IV
Experience of managing quality improvement in the curriculum		✓	AF/IV
Experience of operating disciplinary procedures with students		✓	AF
Experience of successfully managing and/or mentoring staff	✓		AF/IV
Experience of managing physical and financial resources		✓	AF/IV
Skills / Knowledge / Abilities			
Knowledge and understanding of the practice, changes and trends in quality assurance/improvement in the FE sector and how this impacts upon colleges	✓		AF
Knowledge and understanding of curriculum issues and developments within Adult and Community Education	✓		IV
Proven communication skills (written, listening, oral and presentation) including the ability to negotiate effectively and to argue clearly and grammatically on paper		✓	IV
Proven experience of successfully leading and motivating others		✓	IV
Proven entrepreneurial or enterprise skills		✓	IV
Proven ability to understand and accurately interpret complex information and make sound, well-considered decisions and judgements.		✓	IV
Proven ability to initiate and develop creative and workable strategies to improve performance		✓	IV
Proven to prioritise and organise work effectively		✓	IV
The ability to use information technology effectively, particularly Word, Excel, Outlook, the internet and databases		✓	IV
Proven ability to deliver high quality teaching and learning		✓	AF/IV
Proven ability to improve outcomes for learners by taking initiative and leading improvements within a team		✓	AF/IV
Proven ability to build effective working relationships with students, colleagues, parents and external partners		✓	IV
Proven ability to work independently with minimal supervision and as part of a team		✓	IV
Be highly organised, methodical and have a flexible approach to working practices	✓		IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation