

Job description: Programme Area Manager: Supported Learning 0.5 FTE

Status	Permanent
Base	Stockwell Centre <i>Post holder will be required to work across college sites and at other locations</i>
Grade	Salary Scale AOC (spine points from 35 to 39)
Salary	£42,808 to £47,739 pro rata <i>It is our policy to normally appoint at the bottom of the salary scale</i>
Hours of work (per week)	18 hours per week including occasional Saturday
Reports to	Head of School: Community Learning
Responsible for	Sessional Tutors

ROLE PURPOSE

The post holder will have responsibility for the operational management of the programme area, which is for students with a moderate to severe learning disability or difficulty. This may be expanded in future years to include students managing moderate to severe mental ill health or physical disabilities or sensory impairments. This includes the co-ordination of (where applicable) accredited and non-accredited courses across all levels of provision, the advising of students, quality assurance, and the management of tutors and other departmental resources. The post holder will be responsible for leading the programme area's curriculum development, with new programme/course development and approval by the awarding organisation.

The post holder will also work in partnership with the ALS Manager in supporting strategic leadership and management to the programme area in line with the college strategic priorities and will contribute to cross-college initiatives to support whole college development.

MAIN ACCOUNTABILITIES

1. Ensure the effective delivery of high-quality teaching in the Specialist provision for students with moderate to severe Learning Disabilities, with potential expansion to include those with mental ill health, physical disabilities, or sensory impairments, while maintaining outstanding standards as judged by external stakeholders
2. Support the Head of School in achieving annual targets, raising targets, improving attendance, retention, and achievement rates and raising the quality of learning, teaching and assessment by leading on quality assurance for the programme area and supporting the Head of School with quality enhancement.
3. Collaborate with cross-college teams to evaluate potential partnerships and ensure alignment with organisational priorities.
4. Create and implement extensive outreach strategies to raise awareness of our programmes and initiatives.
5. Engage target audiences through multiple communication channels, such as social media, events, and community outreach programmes.
6. Monitor and assess the success of outreach initiatives, making adjustments as necessary.
7. Fulfil administrative duties as required to ensure the effective running of the programme area, responding to course enquiries where appropriate, taking part in open days, interviewing students etc.
8. Ensure the appropriate rooming of classes and manage any rooming issues relating to the programme area as required.
9. Contribute to the development and procurement of materials and resources to support curriculum development and teaching and learning.
10. Manage the organisation and displays within classrooms dedicated to or shared by the programme area, ensuring they are a comfortable and stimulating environment for learning with well organised, accessible, up-to-date teaching resources
11. Contribute to the College's self-assessment process, including supporting the Head of School: Community Learning in analysing data and drafting appropriate sections of the Self-Assessment Report (SAR) and Quality Enhancement plan (QEP).
12. Identify areas of need in relation to CPD for the programme area and contribute to or deliver relevant training and staff development opportunities.
13. Ensure that the programme area is responsive to students' needs and that excellent customer care is given. Place learners in classes appropriate to their requirements and ability, liaise with colleagues within the curriculum area as necessary and/or refer learners to internal departments (e.g. ALS or Learner Services) and external agencies as appropriate.
14. Investigate, respond and act on student complaints appropriately and in accordance with College procedure, liaising with the Head of School: Community Learning and Quality Manager as appropriate.

15. In conjunction with appropriate College staff, organise exhibitions, performances, displays of work etc. to celebrate achievement as appropriate.
16. Liaise with the Student Services team and other Professional Services areas to ensure the smooth running of the programme area.
17. Participate in the annual curriculum review and development process, assessing trends and student feedback. Propose developments to the programme area's portfolio of programmes/ courses which may be attractive and relevant to students and potential students, and which could widen participation develop an inclusive learning environment and increase fee income.
18. Undertake observations of learning, teaching and assessment. Provide tutors with relevant constructive feedback and appropriate action plans to assist them in developing their practice. Follow up action plans progress and provide on-going support and guidance as required.
19. Assist with the development of coherent study routes within the programme area, including developing student programme handbooks and module/unit guides where appropriate and liaise with other relevant curriculum areas within the college to investigate potential progression routes, internally or externally
20. Work with the Marketing and MIS departments to produce content for publicity materials, including for digital media.
21. Proactively promote the programme area's portfolio of programmes/ courses to different audiences and potential students, liaising with the Marketing and Communications department as required. Develop significant links to further enhance and expand the offer, its reputation and increase revenue growth.
22. Ensure that programme area-specific content is maintained on the website and intranet, liaising with the school administrators and the Marketing and Communications Department to keep content up to date.
23. Develop and maintain relationships with appropriate external organisations to develop business and assist with curriculum development and student employability where appropriate.
24. With the Head of School: Community Learning, lead on the recruitment and selection of relevant staff for the programme area where appropriate.
25. Contribute to maintaining clear communication with staff by establishing systems for two-way communication.
26. Organise team meetings, setting the agenda and ensuring notes are taken. Undertake one to one meeting with staff where appropriate
27. Provide support and guidance to staff; facilitate training by liaising with the Head of School: Community Learning and Human Resources as appropriate.
28. Ensure appropriate and timely information is provided to Human Resources and Finance to ensure the accurate contracting and payment of staff.

General College Responsibilities

- All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:
- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation
- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach , supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field

Manager Responsibilities:

- We lead and develop our team to support them on their own professional development journey and to ensure that the team's objectives are met
- We provide consistent, objective and fair performance management through regular feedback and one to one meetings; conducting formal reviews and appraisals; setting clear objectives and managing workloads; and identifying and addressing business-focussed training and development needs
- Our management style is supportive and we coach our staff to deliver their objectives and develop in their careers.
- We proactively manage issues related to conduct and capability, ensuring that issues are dealt with in an effective, professional, focused and timely manner
- As a manager in the College, we act as duty managers on a rota basis, and where this includes evening and weekend duties, time off in lieu will be given.

Safeguarding children and vulnerable adults:

- The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible and carry out any duties as may be required and that are reasonable. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will work closely with the Community Learning team and other managers across the college.

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	Programme Area Manager: Supported Learning
Essential Criteria:	
<ul style="list-style-type: none"> • DTLLS /PGCE / Cert Ed/ Level 5 Diploma in Education & Training or equivalent • Relevant subject specific qualification and/or expertise at degree level or above • Enthusiasm for the subject taught with up to do subject knowledge and understanding of relevant pedagogical developments • Solid experience of teaching in Learning Disabilities / Supported Learning provision to a range of ability levels in an adult education, community learning or further education environment, at a good or outstanding level • An excellent understanding of the needs of adult with moderate to severe Learning Disabilities learners and the ability to respond to those needs to support progress • The proven ability to effectively assess and advise students with Learning Difficulties and Disabilities and place them in classes appropriate to their needs and ability • Experience of curriculum development within Learning Disability provision with the ability to develop the programme to increase market share including high quality on-line provision • A good understanding of quality assurance and commitment to customer care, with the ability to deliver quality improvement and an excellent learner experience including accredited courses • Experience of effectively managing a team of academic staff with the proven ability to effectively recruit, induct, observe, support and manage the performance of a team of tutors 	

- Excellent interpersonal skills with the ability to inspire motivate and lead a team
- Exceptional verbal and written communication skills with the ability to engage effectively with diverse audiences.
- A strategic mindset with the ability to identify opportunities and align partnerships with organisational goals.
- Ability to analyse trends and data to inform outreach strategies and decision-making.
- Proven ability to build and maintain strong relationships with internal and external stakeholders
- Experience of using targeted social media to effectively market and promote courses and pathways
- Strong organisational and project management skills, with the ability to multitask and meet deadlines.
- Proactive approach to problem-solving and the ability to take initiative to work flexibly and on own initiative to drive results.
- Ability to work collaboratively with cross-functional teams and foster a cooperative working environment.
- Genuine passion for the organisation's mission and a commitment to making a positive impact in the community.
- Willingness and ability to travel as required for outreach events, meetings, and partnership development.
- Good IT skills with the ability to use databases and MS Office packages (Word, Excel & Outlook)
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.

Desirable Criteria

- Proven experience of using MS Teams and eTrackr
- Professional certifications or training in project management, community outreach, or related areas would be advantageous.

27/04/2023