

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Adult & Community Learning Practitioner
Responsible To:	Head of Adult & Community Learning & Campus Lead
Department:	Adult & Community Learning
Salary Grade:	Qualified Lecturers Scale

JOB ROLE

This exciting new role will act as a leading practitioner in the development and delivery of adult and community learning, developing and maintaining relationships with key stakeholders to support residents to access provision and progress to further education and employment.

This role will be pivotal in the design of the curriculum offer, working with a range of curriculum teams to create an agile, responsive offer that ensures recruitment targets are achieved. This role will involve building and maximising community relationships to promote learning opportunities, progression and employment, fostering positive learning environments that encourage and enable learners to develop skills and creating a community environment at the Learning & Skills Centre in Cradley Heath.

Working collaboratively with the wider College teams, the postholder will raise the profile of the College's adult provision and promote the wide range of opportunities available across College sites. Working with key stakeholders including Sandwell Local Authority, West Midlands Combined Authority and the DWP the role will develop relationships that increase engagement and demonstrate the impact the College is having in delivering on local, regional and national priorities.

KEY DUTIES

No	Description of Duties
1.	Promote the wide range of opportunities for adults across the Sandwell Colleges to a range of potential student cohorts and groups.
2.	Act as an ambassador for adult provision actively engaging with community, faith and other leaders to secure adult learners to the Colleges.
3.	Working alongside the Head of Adult & Community Learning Campus Lead and other key senior managers create an Adult & Community board for Cradley that brings key stakeholders together to create meaningful partnerships that deliver solutions to local challenges
4.	Support in planning, preparation, and delivery of adult provision ensuring that the curriculum meets the appropriate standards and is accessible to diverse learner groups
5.	Meet regularly with key operational staff at Sandwell Local Authority, West Midlands Combined Authority and the DWP to develop and maintain referral pathways and report on activities against set performance measures

6.	Participate in curriculum development, planning and implementation whilst maintaining up-to-date knowledge of best practice, curriculum developments and relevant legislative requirements.
7.	Work alongside marketing and communications colleagues to develop materials to engage communities and promote the Colleges offer
8.	Produce weekly and monthly reports detailing meetings attended and performance against a set of recruitment and progression targets.
9.	Contribute to the continuous improvement of adult programs through learner, employer and partner feedback
10.	Monitor and record learner attendance, achievements, and progress in line with College systems and processes.
11.	Organise and coordinate community events that attract people to College provision, demonstrating our offer and breaking down barriers to education
12.	Provide initial pastoral support for students facing challenges, supporting them to access College resources and retaining in education
13.	Assist in the development and delivery of a range of effective support for learners.
14.	Organise and take part in residential, educational trips and visits and enrichment activities to enhance the student experience
15.	Ensure effective communication with all colleagues and learners and collaborate with colleagues and external partners to support learner progression and integration.
16.	Ensure a high level of confidentiality at all times
17.	Participate in staff meetings, training, and professional development activities
18.	Teaching hours agreed by line manager
19.	Commit to, promote and operate in accordance with the college's values and goals including but not limited to: safeguarding and prevent; health and safety; equality, diversity and inclusion.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Adult & Community Learning Practitioner

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria	Essential	Desirable
1. Qualifications		
1.1 Hold a relevant subject qualification	✓	
1.2 Certificate in Education or Level 5 Teaching Qualification		✓
1.3 Qualified in a vocational specialism		✓
2. Experience		
2.1 Experience of engaging adults in the community	✓	
2.2 Experience of working with a range of stakeholders	✓	
2.3 Experience of building effective relationships across community groups	✓	
2.4 Experience of delivering qualifications to adults		✓
2.5 Experience of delivering outcomes including engagement, achievement and progression related to adult education	✓	
3. Skills/Abilities		
3.1 Effective team player	✓	
3.2 Ability to relate to and understand a wide range of adult learners from diverse backgrounds	✓	
3.3 Ability to inspire, engage and motivate learners of all levels and abilities	✓	
3.4 Ability to work under pressure and to targets and deadlines	✓	
3.5 Excellent organisational and administrative skills	✓	
4. Special Requirements		
4.1 Willingness to work within a team contributing to the fulfilment of strategic aims and objectives	✓	
4.2 Genuine understanding of and commitment to equity and inclusion in practice and a sensitivity to learner needs	✓	
4.3 Prepared to actively participate in new developments and innovations	✓	
4.4 Flexibility in approach and a 'one-team' outlook	✓	
4.5 Ability to work/teach at any of the Sandwell College campuses including outreach community venues	✓	