

Adult Education Manager JOB DESCRIPTION

Scale:	Scale SO1 Point 23 – 25 (Actual salary £18,161 - £19,362)
Hours:	30 hours per week (occasional hours may be expected to be worked at weekends and evenings)
Weeks:	Term Time Only
Responsible to:	Trust Financial Accountant

PURPOSE

- To ensure efficient management of The Adult Education Provision for Swavesey Village College & Northstowe Secondary College
- To devise an Adult Education programme, and run a successful provision for the schools
- To promote and contribute to the development of Adult Education in the area
- To adhere and maintain Safeguarding and Prevent standards

ROLE

- Provide support, advice and guidance support to tutors and learners
- Assist tutors, learners and other external parties with queries
- Organise and manage the enrolment progress
- Provide necessary information for learner data monitoring
- Manage petty cash and budget. Process all financial procedures relating to course fees
- Manage the Adult Education assistants
- Attend meetings, seminars and training days to build relationships within the trust and providers in the local area
- Work closely with the County Council to meet quality requirements and other targets

Specific Duties

Research and find suitable tutors for courses that are needed for Adult Education classes. Negotiate cost of the tutors, check and approve tutor invoices. Being a point of reference for all invoices concerning Adult Education.

Interview new tutors to ensure their suitability, and explain the necessary paperwork required by the centre. Ensure that tutors are paid on time by providing the necessary in house paperwork, and liaising with the finance office. Check all relevant paperwork is correct and up to date for tutors. Inform tutors of all relevant information from the County Council about quality, and training opportunities.

Finance

Process and review methods of payment for course and exam fees. Review course costs termly. Discuss staffing levels and requirements. Process payments from learners using the online payment system. Investigation and application of Council funding.

Clerical Duties

Oversee and ensure the timely completion of enrolment forms, registers, amendment forms, feedback forms and health forms. Completion and overseeing of tutors course files. Monitoring of learner's records. Maintain and devise administrative systems. Liaise with other outreach centres and internal departments

of the school. Provide a high level of customer service and provide a professional level of service to promote the Colleges and Trust.

Marketing

Design and create a brochure for each new term. Organise the delivery of the brochure with students and members of the local community. Obtain necessary work permits for students by liaising with the Careers Officer and the County Council. Update the school website. Obtain pictures of learners and tutors for marketing purposes, ensuring necessary permission has been received. Design and prepare marketing posters as required.

Health and Safety

Ensure First Aid support is available at all times. Review and create risk assessments for all classes and activities. Check policies and procedures for health and safety at all off site venues. Maintain an accident book for Adult Education. Ensure that the Liability Insurance Document is in place. Manage and Health & Safety concerns.

Quality

Be responsible for all quality requirements of the county council. Meet with the County Council on a termly basis to manage the quality audit procedures and reports.

Observations

Perform observations to ensure quality of teaching and to meet County Council requirements. Manage any issues arising from the observations. Keep a spreadsheet for the County Council.

Examinations

Prepare exam materials when appropriate. Assist in invigilation process if appropriate. Track learner progress. Ensure data is returned to the County Council within required deadlines.

General

Review and discuss how to continue a successful provision in ever changing circumstances, and continued cuts in funding. Work well under pressure, have a sense of humour and excellent organisation and communication skills.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the school's financial regulations. This will involve complete monthly monitoring reports and where necessary liaison with the Trust Financial Accountant.

Duties may vary from time to time at the discretion of the Principal and the post holder may be required to undertake any reasonable task requested by the Principal.

The job description is subject to review and may be changed following consultation with the post holder. The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.