



Title: Learning Manager

Responsible to: Director for Learning – Creative, Caring & Service Industries

Reporting to: Director for Learning – Creative, Caring & Service Industries

Responsible for: Curriculum Area – Business & Creative

Grade: 9

Contract Status: Permanent

Hours of work: 37 Hours per week

Date: September 2017

Role Summary:

- Lead curriculum and assessment teams to ensure outstanding achievement and positive destinations for all their students
- Lead excellence in teaching, learning and assessment and promote a culture of continuous improvement, leading by example
- Plan and deliver a vibrant and innovative curriculum offer which meets local and regional needs
- Undertake teaching responsibilities of a minimum 6 hours a week of teaching learning and assessment activity in a way which demonstrates the high standards expected of all teaching and learning staff.

Leading Teaching and Learning:

- Ensure the continual development of teaching and learning by leading a consistent focus on teaching excellence and developing new initiatives to develop staff capabilities
- To actively manage the development of teaching staff to achieve outstanding teaching, learning and assessment. This will include being part of the cross college lesson observation team conducting walk-through, developmental lesson and graded observations, preparing action plans, monitoring progress, mentoring and supporting staff
- Drive the achievement of high quality teaching and learning across the curriculum area and achieve outstanding student success rates and high levels of positive destinations

- Lead the delivery of an excellent student experience, from first contact with the curriculum area through to progression to work or higher education
- Manage the process of interviewing and assessing students to ensure that students are recruited to the area with integrity
- Monitor key indicators (e.g. in year retention, attendance, learner progress) to track performance and take action to resolve issues
- Ensure that student voice activities are in place which ensures that students are actively listened to within the curriculum area and use this feedback to inform improvements
- Manage the IQA process for the curriculum area, liaise with External verifiers and manage EV visits and action plans
- Manage academic submissions as necessary, for validating and awarding bodies
- Ensure effective course files are in place and that registers are marked accurately and on time
- Ensure student and course information is correctly recorded and changes or issues identified and resolved in a timely manner
- Ensure that course teams produce robust annual course reviews
- Lead the creation of area's annual self-assessment review, then develop and manage the implementation of the quality improvement plan in a timely and effective manner

Planning and Developing Curriculum:

- Review and update the curriculum offer annually to ensure that it meets the current and future demands of students, and supports the College's strategic plan, the needs of employers and community partners and the skills priorities of the City and Solent LEP
- Ensure that the curriculum offer is inclusive and offers appropriate progression and pathways to positive destinations
- Engage employers and community stakeholders to actively participate in the development of the curriculum
- Lead effective curriculum planning and management within the area to ensure that appropriate income and contribution targets are met

General Management:

- Manage staffing and non-pay costs within the curriculum area to achieve annual budgets, whilst maintaining high quality delivery
- Ensure that available staff teaching hours are fully utilised
- Undertake teaching cover where required

- Support student recruitment activities and marketing by ensuring that course information is shared on a timely basis and that staff are available to support open days and other college events and activities.
- To support activities that will recruit increased numbers of full-time and part-time learners and apprentices and which generate full-cost income
- Establish and maintain effective channels of communication and engagement that ensure that the staff voice is heard and influences decision making across the College
- Manage the development of team members through regular appraisal, review and staff development activities
- Undertake continuous professional and personal development
- Actively promote safeguarding, equality and diversity and health and safety in all aspects of College life
- Observe, implement and develop College policies and practices e.g. Financial Regulations, Health and Safety etc.
- Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
- Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College.
- Positively promote equality of opportunity for staff and students
- Carry out other duties as may reasonably be required from time to time

NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at September 2017. It will be updated in consultation with the post holder as circumstances change.

Person Specification - Learning Manager - Business & Creative

Criteria	Essential	Desirable	How Assessed
Qualifications			
A professional or academic qualification relevant to the area of teaching expertise	X		Application / Certificates
Recognised teaching qualification at level four or above	X		Application / Certificates
Level 2 English and Maths qualifications or the commitment to gain these within 24 months of commencing employment	X		Application / Certificates
Relevant vocational assessor and verifier awards		X	Application / Certificates
Experience			
Experience in FE curriculum delivery planning and administration	X		Application / Interview
A proven record of teaching and learning at a high standard	X		Application / Interview
Able to demonstrate the use and development of e-learning within teaching practice		X	Application / Interview
Relevant industrial experience within an area of subject specialism	X		Application / Interview
Previous responsibility of leading teams (e.g. timetabling, teaching observations, appraisals)		X	Application / Interview
Able to demonstrate that worked successfully with external organisations (e.g. employers, awarding bodies, voluntary sector)		X	Application / Interview
Knowledge			
Up to date knowledge of curriculum and teaching and learning proven through continuing professional development	X		Application / Interview
Knowledge and understanding of regulatory and inspection bodies	X		Application / Interview
Knowledge of relevant funding streams and impact on curriculum delivery and development		X	Application / Interview
Understanding of equal opportunities and health & safety issues relating to students and curriculum delivery	X		Application / Interview
Skills and Competencies			

A "can-do" attitude focused on achievement and continuous improvement	X		Application / Interview
Able to evidence practice that demonstrates focus on student first	X		Application / Interview
Strong people management skills - ability to develop others and also to tackle and resolve performance issues	X		Application / Interview
Self-motivated, adaptable and a practical problem solver	X		Application / Interview
Well-developed ability to analyse data and information take appropriate action	X		Application / Interview
Excellent organisational skills, able to prioritise workloads and meet deadlines	X		Application / Interview
Strong financial skills, able to manage staffing and staff development budgets	X		Application / Interview
Other Requirements			
To have satisfactorily met the requirements of a DBS check appropriate to the post.	X		DBS check
Current driving licence	X		License
Ability to work, influence and motivate at all levels of the organisation	X		Interview
High level of verbal and written communication skills	X		Interview
Proficient in the use of IT both for learning and management	X		Interview