



## **Haringey Adult Learning Service**

### **Haringey Adult Learning Service Business Manager – Job Description**

#### **JOB DESCRIPTION**

**POST:** Curriculum Manager

**GRADE:** PO4

**RESPONSIBLE TO:** Head of Service

**RESPONSIBLE FOR:** Leading and Managing ESOL and Wellbeing Curriculum Area

#### **Basic Objectives of the post**

- To lead and manage a curriculum area team to ensure the delivery of high quality adult and community learning and be responsible for overseeing the development and delivery of an innovative and quality assured curriculum offer that contributes to Haringey council Corporate Plan priorities
- To support partnership work with our local partners to achieve a locally led and responsive curriculum
- To line manage area tutors and performance manage all aspects of the curriculum offer
- To be a member of the HALS Management Team
- To ensure that HALS is fully prepared to meet OFSTED criteria in the relevant curriculum areas
- To ensure HALS is prepared for and to oversee any external qualification monitoring/ auditing requirements
- To liaise with members of relevant outside bodies, preparing required achievement and operational returns and other administrative return

### MAIN DUTIES AND RESPONSIBILITIES

1. Lead on the effective delivery of provision, ensuring that the curriculum offer meets the needs of local residents, supports council priorities and is driven by service quality improvement processes and meets the requirements of the Common Inspection Framework.
2. Design and deliver the service curriculum offer in conjunction with the Deputy Head of Service and key local partners to best meet the needs of local residents; ensure breadth of offer and added value.
3. Ensure that the provision complies with the conditions and requirements of the Skills Funding Agency and other funding bodies and that performance targets are achieved as per the service Adult Learning Strategy.
4. Keep abreast of national and devolved curriculum developments in adult and community learning and ensure that the curriculum offer is regularly updated to reflect changes to policy, plans, frameworks and funder expectations.
5. In conjunction with the Business Manager and Finance/MIS Officer, ensure that the curriculum offer is delivered to meet budget targets set as per the Skills Funding Agency and internal budget setting processes.
6. Manage designated Lead Tutors to ensure a meaningful curriculum offer delivered to meet quality standards. Set performance appraisals for staff and ensure regular supervision, support sessions and one to one meetings.
7. In conjunction with the Quality and Curriculum Manager, agree a yearly timetable of area wide curriculum meetings, ensuring that there is a consistent approach to embedding British Values, Employability, ICT and functional skills across curriculum areas.
8. Review and evaluate staffing requirements and lead on active recruitment campaigns to meet service needs.
9. In conjunction with the service staff responsible for marketing, ensure the delivery of robust recruitment, initial assessment and enrolment procedures
10. In conjunction with the Deputy Head of Service, lead on curriculum self assessment including a cycle of monitoring, evaluation and review and the production of a high quality, accurate curriculum self-assessment report and quality improvement plan. Ensure that the pre-planning and report preparation is completed to timetable for self assessment deadlines; support

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any necessary pre-Ofsted inspections across the service in liaison with the Management Team.

11. Ensure provision in the curriculum area meets the standards of the Common Inspection Framework, keeps to 'good' or moves towards Outstanding.
12. Be responsible for ensuring that the mix and balance of courses matches local need and demand, including the management of accreditation and analyses of equality and diversity.
13. Work with the management Team to identify development needs of tutors/staff and develop and implement appropriate CPD and support.
14. In conjunction with the Head of Service, monitor the budget and allocations for curriculum areas in the context of the local authority and service financial management regulations and policies.
15. Identify and act on opportunities to generate income to extend the range and quantity of provision in the curriculum area as opportunities arise.
16. To undertake other duties commensurate to the grade of the post.

### **ADDITIONAL:**

- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.

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- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
  - At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
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### **Main Contacts**

1. Head of Service
2. Deputy Head of Service
3. Management Team
4. HALS business support and frontline staff
5. Learning and Employability Support Officers
6. HALS Prevent/Safeguarding Team
7. External partners, exam boards and sub-contractors
8. Council support services



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### **PERSON SPECIFICATION**

**POST:** Curriculum Manager

**GRADE:** PO4

**RESPONSIBLE TO:** Head of Service

**RESPONSIBLE FOR:** Tutors in ESOL and Wellbeing

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skills/experience/potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

#### **The Person**

**An experienced manager with significant experience of curriculum design, delivery and quality assurance, preferably in an adult learning context.**

#### **Qualifications**

Level 5 or above teaching qualification (e.g. Certificate in Education, Post Graduate Certificate in Education (PGCE), City & Guilds 7407 stage 3 or Diploma in Teaching in the Lifelong Learning Sector (DTLLS))

OR a minimum of a full level 4 teaching qualification (e.g. City & Guilds 7407 stage 2, Certificate of Teaching in the Life Long Learning Sector (CTLLS)) and commitment to achieving a level 5 qualification by 2017.

OR educated to degree level with considerable management experience in Adult and Community Learning (ACL) or Further Education (FE) sector.

### Knowledge

- Understanding of the national and London strategies for adult skills, community learning and employability, including local regional and national plans for skills, employment, health and other areas that affect residents/learners relating to their progression routes to employment or further learning.
- Strong understanding of sector norms and funder/government expectations.
- Strong understanding of Skills Funding Agency planning and reporting requirements
- Understanding of OfSTED frameworks, processes and systems used in service Inspections and related quality assurance mechanisms
- Good working knowledge of Haringey Council's Corporate Plan and the priorities to which HALS contributes
- Awareness of finance and budgets and the implication on service delivery.

The employee's duties require the following activities: -

	Yes		Yes
Office duties	✓	Outdoor work / uneven surfaces	
Use of a computer	✓	Working at heights / on ladders / roof work	
Audio typing		Confined spaces	
Potentially confrontational work	✓	Outdoor work or extremes of temperature	
Crisis or conflict situations	✓	Driving a Minibus as part of duties or as a volunteer	
Management responsibility	✓	Driving car / van as part of duty	
Tight deadlines	✓	LGV / PSV driving	

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Walking 1+ miles during working day		Operating lift-truck, digger or crane	
Use of stairs	✓	Work with significant electrical hazards	
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)		Operating potentially hazardous machinery	
Regular and repetitive movements		Exposure to potentially hazardous substances	
Awkward positions e.g. stooping, bending, reaching up		Chemicals, e.g. solvents or metal working fluids	
Sitting / Standing for prolonged periods	✓	Noisy environment (over 80dB[A])	
Working alone or in isolation		Radiation	
Working shifts / unsocial hours / nights	✓	Respiratory e.g. dust, fume, solder	
Risk of infection e.g. TB, Hep B / Other		Vibrating machinery	
Teaching or responsibility for children		Preparing raw food / serving food	
Control and restraint		Other	

### Competencies applicable to the post are:

#### Management

- Managing change to bring about improvements in outcomes for learners and at curriculum area level
- Ability to contribute to the strategic and operational leadership of the Service
- Ability to lead a curriculum team and manage and motivate staff within a performance management framework
- Ability to monitor, evaluate and review provision to that outcomes for learners and judgements on the provision are 'outstanding'
- Ability to develop and implement an innovative curriculum programme that will engage residents most in need in learning, address council priorities and meet the needs of the local community and labour market

#### Self-development and Learning

- To take responsibility for addressing own development needs in a variety of different ways

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- To be aware of personal strengths and development needs
- To share expertise with others

### **Project Management**

- To initiate and run time-limited projects that deliver improvement to HALS offer to learners
- To lead and work with others on projects with a clear sense of role, responsibility and remit
- To manage project resources, risk and quality, assure project quality and ensure on-time and within budget delivery.

### **Team Work/Leadership**

- To support and supervise the work of staff and assist with continuous improvement and sharing good practice.
- To actively shape and develop goals and CPD across a team
- To share knowledge, experience and achievements with a team

### **Self-discipline and Organisation**

- To take responsibility for planning own time and workload to meet objectives
- To balance competing demands and priorities
- To inform the service of problems or changing priorities

### **Communicating Effectively**

- To demonstrate strong communication skills, written and oral, with staff and learners
- To be able to feedback effectively to both learners and colleagues
- To be able to compile and present evidence of learner outcomes
- To be able to formulate plans and reports

### **Appreciating Diversity**

- To actively and respectfully listen to people in order to understand them, and their views
- To consider different perspectives, experiences and backgrounds when working with others and providing services
- To present words and views clearly and in a way that other people find meaningful

### **Innovation and Finding Solutions**

- To be open to new ideas and suggestions
- To take responsibility for providing solutions to deliver improvements

### **Customer Focus**



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- To be friendly, helpful and professional
- To demonstrate an understanding of who our learners are and why they matter
- To explain clearly what can be delivered and keeping that promise
- To seek and act upon customer opinion and feedback

### **ADDITIONAL:**

- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the Head of Service.
- To undertake training and continue your own personal development constructively. Take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with council standards.
- To be committed to the Council's values (Human, Ambitious, Accountable, Professional) and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Safeguarding/Prevent and Health and Safety Policies and relevant legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Equalities and Diversity policy.