

Role Profile

Part A - Grade & Structure Information

Job Family Code	8PE	Role Title	Assistant Curriculum Manager
Grade	PS8	Reports to (role title)	Curriculum Manager
		Directorate	Legal, Democratic & Cultural
JE Band	269-313	Service	Cultural Services
		Team	
		Date Role Profile was created	Mar-17

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To assist and support the Curriculum Manager to ensure the appropriateness, range and quality of adult learning, both in the Community Learning and the Adult Skills provision, within a curriculum area in South West and North Surrey, ensuring that provision meets demand and maintains the high standards of teaching and learning required by Ofsted.</p> <p>PRINCIPAL ACCOUNTABILITIES:</p> <p>1 Identify learning needs taking account of actual and potential demand and ensure that provision achieves agreed targets for a curriculum area, for example enrolments, quality, learner satisfaction, income and costs.</p> <p>2 Select, appoint and support tutors to deliver the range of adult learning programmes.</p> <p>3 Implement the Community Learning and Skills Quality Assurance Framework to ensure a high standard of tutor delivery. This will include dealing with complaints, achieving targets for observations of teaching and learning and counselling tutors in addressing concerns about the quality of their teaching.</p> <p>4 As a member of the Community Skills and Learning Curriculum Team, participate in curriculum development and support the Curriculum Manager in writing an annual Self-Assessment Report for the curriculum area.</p> <p>5 Participate fully in developing and achieving the Service Delivery Plan.</p>
---------------------------------------	--

Work Context	<p>Community Learning and Skills has seven dedicated centres in Surrey. In addition it also hires or works from approximately 90-100 further venues each year. It delivers some 2700 courses comprising both a published course programme and a set of bespoke courses that are designed to meet the needs of individual groups of adults in the community. There are four main teams that make up Community Learning and Skills:</p> <ol style="list-style-type: none">1. Curriculum, who look at curriculum planning and delivery, quality improvement, the provision of an extensive course offer and the management of tutors employed in the Service2. Learning Services, who are responsible for the customers' experience with the service, enrolment, the environment the course is delivered in, and associated administrative processes3. Information, Technology and Funding Team, who look after the Management Information System and the provision of technology associated with Learning4. Business Development Team, who look after the marketing, business development and growth in income generation. The financial and business analysis functions are directly led by the Principal. <p>The Curriculum areas are grouped in clusters with each led by a Curriculum Manager accountable for the creation and implementation of a high quality course programme that meets the needs of adults in our community as well as the Education and Skills Funding Agency contract. The Assistant Curriculum Managers report to a Curriculum Manager and work within defined subject areas to ensure that the course programme reflects demand and need and also ensure the quality of teaching and learning is subject to continuous improvement against standards set by Ofsted and embodied in the SAL Quality Framework. A Subject Sector Area includes courses in the various centres and a range of community venues. Travel to the centres and venues and the use of a car is required.</p>
Line management responsibility if applicable	An Assistant Curriculum Manager will manage upto 60 part-time tutors.
Budget responsibility if applicable	The post holder will manage and co-ordinate the provision to achieve agreed targets, including enrolments, costs and income, taking action where a potential shortfall is identified.

<div><div><div>Representative Accountabilities</div><div>Typical accountabilities in roles at this level in this job family</div></div></div>	<div><div>Service Development</div><div><ul style="list-style-type: none">• Contribute to the regular monitoring and review of services established to facilitate service improvement.• Provide specialist/professional advice and recommendations within defined policy and procedures to support informed decision making.• Promote and manage the delivery of the service to meet the needs of the public.</div></div> <div><div>Planning & Organising</div><div><ul style="list-style-type: none">• Plan personal and/ or team resources to enable delivery of a quality service.• Lead small scale projects and reviews or support more complex projects and reviews to promote engagement within the service area.</div></div> <div><div>Analysis, Reporting & Documentation</div><div><ul style="list-style-type: none">• Adhere to established processes and systems to monitor and review service delivery and achievement of agreed objectives.</div></div> <div><div>Finance/Resource Management</div><div><ul style="list-style-type: none">• Make recommendations for and manage work within the finance and resources allocated.</div></div> <div><div>Work with others</div><div><ul style="list-style-type: none">• Liaise, communicate and build relationships with other internal departments, partner organisations, the community and volunteers on operational issues and opportunities to share knowledge, raise awareness and ensure quality, integrated service delivery.</div></div> <div><div>People Management</div><div><ul style="list-style-type: none">• Allocate work and monitor the standard of team performance and ensure resolution of any issues, and / or may take on a coordinating and supervisory role with more junior staff as directed by their manager.</div></div> <div><div>Duties for all</div><div><p>Values: To uphold the values and behaviours of the organisation.</p><p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p><p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p></div></div>
<div><div><div>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</div></div></div>	<div><ul style="list-style-type: none">• Advanced Vocational Qualifications at level 4 and/or relevant professional qualification and specialist experience.• For some roles a relevant degree may be required.• Sound knowledge of the service/functional area including relevant legislation, policies and procedures relating to the service area.• Customer focus and the ability to listen to and understand customer needs to provide appropriate services to a high standard.• Ability to manage a range of projects to completion.• Proven IT skills and able to use technology to be effective in the role.• Effective written and oral communication and interpersonal skills with the ability to maintain effective working relationships at all levels.• Ability to prioritise and plan and make best use of personal resources in achieving performance objectives.• Ability to organise, develop and motivate a team of staff and apply relevant Council procedures and policies.</div>

Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none">• Adult Teaching Certificate and an appropriate professional qualification.• Knowledge of the national agenda for post 19 learning and creativity in developing new learning opportunities.• Flexible approach to working patterns and practices• Ability to communicate effectively• Ability to give feedback, support, affirm and challenge• Experience of teaching adults• Ability to gain support and commitment• Ability to consult and develop shared decision-making processes• Ability to develop a sense of purpose and set direction <ul style="list-style-type: none">• This role may require safeguarding checks, including an Enhanced Disclosure and Barring Service (DBS) check.
Role Summary	<p>Roles at this level may supervise a team providing a public facing service of facility. Alternatively, they may hold specialist knowledge used to provide a service involving complex equipment/resources to enable customers to access, examine and utilise assets, resources and information. They require the ability to influence and practically apply knowledge on the basis of technical knowhow, facts and evidence. They engage with members of the public, customers or other agencies/ partners to review and promote service delivery and resolve problems. Role holders need to be able to work independently whilst working under the supervision of more experienced staff.</p>