

Job Description and Person Specification

Education Improvement Professional – Delivery Manager (Adult Education)

Job Details	
Grade	01-04 (+SPA)
Service	Adult Education
Location	City Wide
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>As a member of the Adult Education Service's Wider Leadership Team (WLT) you will be integral to the development and implementation of a focused education and skills curriculum strategy that meets the needs of the city and region, ensuring that provision enables learners to access a place based educational strategy across all funding streams to ensure the service's work is agile and meets the needs of its stakeholders.</p> <p>As part of this the delivery manager will be required to teach class contact of 200 hours across the academic year as part of a city-wide strategy for engagement with external learning organisations to drive educational quality improvement standards.</p>

Main Duties & Key Accountabilities

Core Knowledge

1. Contribute to the Coventry Skills Strategy, Coventry One Plan, and WMCA directives to offer a broad and balanced curriculum, in a place-based approach to integrated services across the city.
2. Support the Education and Skills Area Leads to implement new education and training opportunities wherever possible, strengthening and widening access to promoting provision across the city for all adults and young people.
3. Promote access to learner support funding, wherever possible, liaising with the Enabling Access Learner Support Officer and providing a conduit between learners and the application process to reduce barriers to engagement and progression for all learners.

Curriculum leadership

1. Plan, implement, and lead on the management of curriculum provision for the designated subject areas.
2. Develop and manage direct delivery of courses, qualifications, and related activities in designated subject areas.
3. Align clearly with other delivery managers to ensure a joint approach to learner pathways across the service, and in particular the promotion of differing subject areas.
4. Identify gaps in curriculum provision and align with other key staff, services, and partners to secure delivery opportunities.

Education Improvement

1. Engage in reflective practice, assessment of teaching effectiveness, and incorporation of new pedagogical approaches and technologies to drive improvements in learning outcomes and impact (e.g., staff development, co-tutoring, communities of practice, peer coaching/mentoring activity internally or with external learning organisations)
2. Monitor quality standards and curriculum development, in-line with the quality cycle, following processes to drive and secure improvements.
3. Track, monitor and report on progress against targets.
4. Work with external learning organisations and community partners to identify opportunities for curriculum development and innovation based on community needs to continuously improve learner experience.
5. Collaborate with external agencies to support joint delivery arrangements to enhance programme relevance and effectiveness, where appropriate
6. Contribute to effective safeguarding practices, and lead by example to ensure a culture of safeguarding.

People Management

1. Individuals and team(s) have strong direction and are confident and clear about the results they are required to deliver.
2. Team and individual delivery plans are developed, measured, and monitored to track progress of and achievement of objectives.
3. Individuals and team(s) have the knowledge and skills, and demonstrate the behaviours required to fulfil their roles and take ownership for achieving outcomes.
4. Academic standards are upheld, and recruitment, retention, attendance, achievement, and impact continually improve.
5. High levels of learner, stakeholder, and staff satisfaction are achieved and maintained.
6. Professional and effective relationships are built and maintained.

Communication and accountability

1. Contribute to the marketing and promotion of the programme.
2. Ensure all financial activities are compliant, provide value for money and have a robust audit chain.
3. Develop and maintain positive and productive working relationships.
4. Be able to communicate information which may be complex and contentious, negotiate solutions across wide areas of the business and successfully convince others of the need to take a specific course of action.
5. Undertake community outreach and development work to identify partner organisations and recruit new and different residents to the services provided by Employment, Skills, and Adult Education.

Other Specific Duties

1. To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected including supporting other teams at peak times.
2. To act as a duty manager at key delivery sites when required, including some evening and weekend work where required.

Any other duties and responsibilities within the range of the salary grade.

Key Relationships

External:	Funding bodies – ESFA / WMCA / DfE DWP – Job Centre Plus NCS / Prospects Community partners City-wide independent Training Providers Local Colleges	Internal:	Employment and Skills Business Innovation and Culture Tutors Learning Support Assistants and Volunteers Management Information System Managers Education and Skills area lead Managers Enabling Access Learner Support Officer Adult Education – Senior Leadership Partnerships Officer (Venue and Marketing)
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Standard Information

The post holder must comply with Coventry City Council's health and safety policy and in particular:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information

and undertake appropriate health and safety training as required

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding

children and safeguarding adults and in particular:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free - The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training - The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

Staff managed by postholder:

- Level 1 lecturing staff aligned to designated subject areas.
- Learning Support Assistants aligned to designated subject areas.
- Volunteers aligned to designated subject areas.

Person Specification	
Requirements	
Knowledge	An understanding of the Ofsted Education Inspection Framework, and the role of self-assessment and quality improvement within adult education
	An understanding of the needs and characteristics of effective curriculum development, its practice, issues, and resolutions within adult education
	An understanding of the barriers associated with adult learner engagement and the willingness to identify and remove them for successful outcomes
	Knowledge and understanding of adult education budgets, in terms of the West Midlands Combined Authority (WMCA) and the Education Skills Funding Agency (ESFA)
	Knowledge and understanding of Coventry City Councils Skills strategy, the Coventry One Plan, the Green Skills agenda, and the role of Adult Education in a place-based approach to integrated service delivery
	An understanding of Safeguarding strategies and Prevent agenda
Skills And Ability	Good interpersonal skills with colleagues, community partners, learners, venues to facilitate positive learning environments
	Evidence of ability to manage a team of tutors and Learning Support Assistants
	Ability to monitor and ensure high quality provision through observations/learning walks, mentoring of tutors and data analysis
	Ability to analyse the needs of learners, offering advice and guidance, and supporting with study skills development to enable them to achieve their career goals, employment and / or next steps.

	Ability to use a range of evidence-based interventions to effect positive educational change in learners, with evidence of impact
	Ability to plan, prepare and deliver flexible learning programmes to meet group and individual learner needs
	Ability to monitor and evaluate learners' progress and to assess achievement against learning outcomes
	Ability to review and reflect on practice and make changes where appropriate
	Ability to maintain records and complete relevant administrative procedures
	Ability to work flexible hours and adapt to different work environments
	Ability to promote Diversity and Inclusion in all aspects of the work
	Ability to take responsibility for own CPD around skills, subject knowledge, and sectoral developments
	Ability to understand and implement safeguarding policies including the Prevent agenda and to be proactive in relation to safeguarding children, vulnerable adults, and others
Experience	Substantial experience in delivering educational programmes to adults
	Experience of managing a team of tutors
	Experience of performing learning walks, observations and providing constructive feedback to tutors
	Experience in planning, delivering, and managing programmes both in classroom settings and online to meet a wide range of adult needs
	Experience in developing and implementing practice designed to promote diversity and inclusion
	Experience in advising, guiding, monitoring, and evaluating learning in a range of contexts, including accredited and non-accredited provision
	Experience in community outreach and development work to identify partner organisations and recruit new and different learners
Educational	English and maths GCSE A* - C or equivalent at O level
	Teaching Qualification at Level 4 or 5 e.g., Cert Ed, PGCE, DTTLs or equivalent
	Qualified Teacher Status or Qualified Tutor Lecturing Status, or working towards
	Relevant professional qualification at graduate level

	Evidence of significant professional managerial development and of willingness to continue to learn
	Level 3 Certificate in Assessing Vocational Achievement (A1, D32, D33)
	Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes. (V1, D34).
Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS - Data Enhanced and Barred – Children’s Workforce is required for this role. Keeping Children Safe in Education 2023)

Declaration			
Reviewed/Created By:			
Job Title:		Date:	02/01/24