



Coventry City Council

Job Description

Post:	Senior Curriculum & Operations Manager	Job Number:	A5707
Service:	Adult Education Service	Post Number:	
Location:	Southfields Old School, CV1 5EJ	Grade:	10

Our values:

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.

Job Purpose:

Responsible for the overall leadership and management of a range of:

- Adult Education curriculum areas, and
- Adult Education service wide functions.

Main Duties and Responsibilities:

1. Support the Senior Lead – Adult Education in establishing a vision for the future of the service and communicating that vision to staff, learners and other stakeholders.
2. Play a leading role in the service improvement planning process.
3. Contribute to the Service's self-assessment process, including devising and monitoring action plans and other policy development.
4. Be an excellent, positive role model, exemplifying high standards and promoting high expectations for all staff and stakeholders especially when implementing change and improvements in standards.
5. Promote a culture of inclusion within the service where all views are valued and taken account of, including those of learners, staff, key stakeholders and the City Council.

Leadership

6. Assist the Senior Lead – Adult Education in developing effective links with relevant funding organisations, education providers and agencies that support adult learning in Coventry.
7. Co-ordinate a joined-up service improvement planning process across areas of responsibility, which contributes to a coherent, wider service plan and takes account of service users' views.
8. Lead and manage the day-to-day effective organisation and running of designated curriculum areas and service functions, including marketing and service wide curriculum planning, ensuring all activity is learner-focused and supports learners to achieve and progress.

Developing self and working with others



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9. Be a positive role model for both staff and learners in terms of being reflective and demonstrating a desire to improve and learn.
10. Manage own workloads and delegate effectively to meet deadlines.
11. Work flexibly to support the workloads of colleagues in the senior leadership team and across the wider leadership team.
12. Operational management of curriculum areas and service functions.
13. Manage the selection and appointment of staff in areas of responsibility.
14. Ensure that consistent, robust staff induction and performance management arrangements are in place across areas of responsibility and continuous improvement is a priority for all staff.
15. Work closely with the Senior Lead – Adult Education in ensuring an appropriate programme of professional development is provided for all staff, in line with the Service development plan and performance management outcomes.

Financial Management

16. Ensure the effective and efficient management of any budgets allocated to support service delivery, including venue management contracts.
17. Work with the Senior Lead – Adult Education on service-wide operational financial matters.

Safeguarding

18. Lead all aspects of Safeguarding for the Service and ensure that effective Adult Safeguarding practices are adhered to in all the work of the service.
19. Ensure all staff are fully conversant with and are following Safeguarding policies, practices and procedures.
20. Ensure all learners are aware of the service's Safeguarding processes and how to report any safeguarding concerns.

Communicating the work of the service

21. Lead the marketing and promotion of the service, ensuring that the work of the service is represented and promoted effectively at local, regional and national level, as appropriate.
22. Ensure that communications with stakeholders, including community organisations running venues where the service delivers courses, are managed effectively across the service.
23. Co-ordinate effective handling of complaints and compliments within the service.
24. Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication.
25. Be an effective member of the senior leadership team, supporting all service initiatives.

Securing accountability

26. Lead the Service's approach to Equality, Diversity and Inclusion, supporting staff and other key stakeholders in fulfilling their responsibilities with regard to inclusion.
27. Contribute to the reporting of service performance to stakeholders, the community and partners.

Specific tasks

28. Lead the Service's HR activity, ensuring compliance with Council systems and processes.
29. Ensure the Service's Establishment information is accurately maintained and oversee effective tracking of vacancy and contract variation.

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

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

- 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 is required:-

- 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 the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: All staff within the areas of responsibility

Responsible to: Senior Lead – Adult Education Service

Date Reviewed: May 2021

Updated:



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Person Specification

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Location:	Southfields Old School CV1 5EJ	Grade:	

Area	Description
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Knowledge:	<ul style="list-style-type: none"> Substantial knowledge and understanding of adult education funding streams 	•
	<ul style="list-style-type: none"> Substantial knowledge of strategies for successfully planning and organising inclusive learning programmes 	•
	<ul style="list-style-type: none"> Knowledge of national Safeguarding and Protection of Vulnerable Adults requirements, issues and implications for the Service 	•
	<ul style="list-style-type: none"> Knowledge and understanding of Equality, Diversity and Inclusion as relevant to adult education 	•
	<ul style="list-style-type: none"> Ability to use data effectively in setting targets 	•
	<ul style="list-style-type: none"> Knowledge of Ofsted inspection framework and implications for adult education 	•
	<ul style="list-style-type: none"> Understanding of the role of management in monitoring effectiveness and maintaining a climate for review and evaluation 	•
	<ul style="list-style-type: none"> Understanding of the management of change and its implications 	•

Skills and Abilities:	<ul style="list-style-type: none"> The ability to motivate and inspire staff and service users to strive for excellence 	
	<ul style="list-style-type: none"> Ability to lead and manage a wide range of curriculum areas and provision operating under different funding methodologies 	
	<ul style="list-style-type: none"> Ability to lead and manage service-wide curriculum planning that generates a learning offer that attracts diverse learners from areas/groups with highest needs 	
	<ul style="list-style-type: none"> Ability to lead and nurture the professional development of staff, including conducting staff induction and performance management effectively 	
	<ul style="list-style-type: none"> Ability to lead the Service's Safeguarding function and EDI strategy 	
	<ul style="list-style-type: none"> Ability to manage budget for areas of responsibility 	
	<ul style="list-style-type: none"> Ability to support, monitor, challenge and evaluate the effectiveness of learning programmes provided by the service 	
	<ul style="list-style-type: none"> Excellent communication skills (oral and written, including use of ICT) and ability to work co-operatively with team members and deal effectively with a wide range of stakeholders and situations 	
	<ul style="list-style-type: none"> Ability to organise and chair meetings involving a range of stakeholders 	
	<ul style="list-style-type: none"> High level organisational skills and the ability to meet demanding deadlines 	
	<ul style="list-style-type: none"> Ability to lead and contribute to the development of service policies, strategies and bids for external funding 	
	<ul style="list-style-type: none"> Ability to lead the Service's marketing and communications strategy 	



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Experience:	<ul style="list-style-type: none"> Recent, relevant and successful team/service leadership experience within Adult Education, covering a range of curriculum types, including skills funded and Community Learning provision
	<ul style="list-style-type: none"> Successful experience of managing and/or developing the practice of others, including organising staff development, induction and performance management
	<ul style="list-style-type: none"> Experience of successful liaison and close working with a range of community-based organisations and other agencies and services
	<ul style="list-style-type: none"> Successful experience of planning and developing inclusive curriculum that attracts learners from diverse backgrounds and communities with highest needs
	<ul style="list-style-type: none"> Experience of promoting adult education provision to a wide range of audiences using a range of methods, including social media
	<ul style="list-style-type: none"> Experience of developing strategies, policies, procedures and bid writing in an adult education setting

Educational:	<ul style="list-style-type: none"> Qualified Teacher Status and/or other relevant high level professional qualification(s)
	<ul style="list-style-type: none"> Evidence of commitment to own ongoing professional development
	<ul style="list-style-type: none">

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)
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Date Reviewed: May 2021

Updated: