

Directorate:	Children, Young People and Education
Unit/Section:	Community Learning and Skills (CLS)
Grade:	KSG
Responsible to:	County Education Manager – Study Programmes

Purpose of the Job:

Plan and develop the curriculum for specified subjects in line with the business objectives. Manage and support the delivery staff to provide high quality teaching, learning and assessment and high learner retention, achievement, success and positive progression.

Main duties and responsibilities:

1. Direct, plan and develop the curriculum for the specified subject(s) and lead and manage the delivery of the programmes in response to CLS service requirements and targets (funding, quality (including Ofsted), financial, growth and for particular identified and/or disadvantaged groups).
2. Monitor the effectiveness of the service provided by CLS for the life cycle of the learning experience including monitoring the quality of course content and teaching through review and evaluation of programmes e.g. OLTA to enable swift remedial action where necessary to ensure optimum performance.
3. Provide high quality pre-course information and be aware of CLS marketing activities including social media.
4. Manage and support tutors, assessors and delivery staff including, recruitment, induction, performance management and continuous professional development in line with KCC/CLS procedures to enable learners to achieve their outcome targets. Ensure Tutors undertake CPD and are learner centered in their approach. There may be a requirement to teach classes on occasions where regular tutors are not available.
5. Analyse management information and data reports in order to effectively manage programme performance, maximize available funding, meet and contribute to budget requirements and feed into curriculum planning.
6. Develop relationships with employers, partners and other organisations at operational management levels within the relevant and appropriate sectors.

7. Meet and maintain quality standards for awarding body and accreditation systems including assessment and IQA/EQA requirements to ensure learner success.
8. Investigate and contribute to the development of alternative curriculum delivery solutions, including information learning technologies, in order to meet customer demands and ensure that CLS remains a market leader.
9. Provision of careers education, information, advice and guidance to learners including signposting to appropriate organisations and providers.
10. Comply with and / or operate within:
 - Health and Safety procedures
 - As appropriate act as a 'buddy' to colleagues if required to support personal H&S
 - Operate and understand Safeguarding requirements
 - Equality & Diversity requirements
 - KAE Quality standards and other requirements
 - Actively promote the Prevent Agenda, KCC & British values, Equality and Fairness in all work areas and activities.
 - Data protection and Informational Governance (General Data Protection Regulations).
11. Attend CPD events and work towards a quality improvement cycle that includes continuing professional development.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: Area Education Manager - Study Programmes

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Relevant Professional Qualification• Management qualification level 4 or relevant experience• Teaching, Training, Assessor qualification relevant to subject (including subject specific qualification)• Holding or working toward an appropriate management qualification or standard such as KCC's Kent Manager or Future Manager programme
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a management position within an education setting, including operational and performance management of staff, and quality assurance• Experience of government funding• Experience of managing (subject) for both qualification and non-qualification programmes• Experience of quality assurance and compliance
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Able to establish and maintain effective working relationships• Be Financially astute• Good presentation and interpersonal skills• Design, development and implement of learning programmes• Proven skills in ICT, including interpretation and reporting data and reports• Ability to organise, prioritise and work autonomously, meet targets and manage tasks within limitations of time and resources• Ability to travel is required to meet the provision, delivery and quality requirements for this role• Flexible to work at various times of the day/evening and locations to meet customer need.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of government funding requirements• Awareness of Information Governance, Data Protection and confidentiality issues• Knowledge of KCC and national legislation relating to Health and Safety, Equality and Diversity, Safeguarding/Prevent, Ofsted and other relevant statutory information

<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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