



Curriculum Coordinator (LDD)

<p>What we value at Westminster Adult Education Service</p>	<p>We are passionate about transforming lives through education and enabling our learners to realise their full potential.</p> <p>We are ambitious for our learners, staff and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning.</p> <p>We value our stakeholders particularly our local community and strive to be agile in meeting their needs.</p>
<p>Our culture</p>	<p>We are an open and welcoming service. We create an inclusive learning and working environment for each person, treating everyone fairly and with respect.</p>
<p>Portfolio/responsibilities of this role</p>	<ol style="list-style-type: none"> 1. To ensure that the delivery of teaching, learning and assessment is of the highest standard and responsive to the needs of all stakeholders within areas of responsibility. 2. To develop the curriculum offer to meet ambitious growth targets and ensure that the curriculum offer is current and relevant to stakeholder needs. 3. To manage staff within the portfolio, conduct appraisals/reviews to ensure staff are working effectively and that training needs are identified and support provided. 4. To liaise with ALS and other support services in a timely fashion to ensure learners are supported appropriately and access arrangements are implemented. 5. To monitor the learner journey and track learners (attendance, punctuality, withdrawals, transfers, retention, achievement and progression) to maximise outcomes and ensure that key targets are agreed and understood across the provision. 6. To ensure high quality eLLPs are completed for learners demonstrating high expectations of the service for the learners. 7. To undertake course evaluations and ensure course evaluations within area are completed and contribute to the self assessment process for the department. 8. Ensure courses are meeting awarding body requirements, including the arrangements for Internal and External Verification.

	<ol style="list-style-type: none"> 9. To be an active member of the safeguarding team and work with the learners with LDD to safeguard them. 10. To develop relationships with agencies, employers and other key partners for the benefits of the learners 11. To teach to a high standard in line with the service professional standards. 12. To keep up to date with post-16 funding, policy, curriculum and employment developments at a national and local level. <p>Budget Responsibilities: Staffing Up to: £250,000K Procurement £0 Other: In line with department budget £50K</p>
What do we expect this role to achieve?	<p>The success of this role will ensure that:</p> <ol style="list-style-type: none"> 1. Attendance and punctuality for learners will be in line with service KPI 2. Retention and achievement rates of learners is high and in line with agreed annual KPI 3. Recruitment targets are ambitious and met as per curriculum planning for academic year 4. Targeted support is identified and followed up in a timely fashion 5. Internal quality assurance arrangements are implemented effectively and compliance to systems adhered to 6. External Quality Assurance arrangements identity strong and excellent practice that benefits the learners 7. Learners have clear target minimum grades and high expectations of them which is monitored and reviewed at key points 8. Staff appraisals and reviews are conducted and training identified in a timely manner and other performance related staffing 9. Curriculum offer is reviewed and refreshed annually and opportunities for growth and development identified 10. High quality teaching, learning and assessment
Band/Salary range	Currently being evaluated
Work style	Agile
Your Line manager and team	Head of Department Part time tutors

Experience	<ul style="list-style-type: none"> • Previous demonstrable experience in a post 16 education environment – preferably with SEN background • Relevant experience of curriculum review and development • Demonstrable experience of tracking and monitoring learners leading to high outcomes for learners • Experience of leading teams • Experience of teaching learning and assessment
Skills	<p>The successful candidate will have demonstrable skills and abilities in relation to:</p> <ul style="list-style-type: none"> • People management • Organisation of workload and time management • Problem solving • High quality teaching and assessment • Both verbal and written communication • IT, including but not limited to: Office 365 and associated applications.
	<p>Qualifications:</p> <ul style="list-style-type: none"> • Teaching and learning qualification at level 5 (Essential) • Degree or professional qualification in a chosen subject relevant to the area (Essential) • Level 2 English and numeracy (Essential) • IQA or other Assessor/IV qualifications (Desirable)
Corporate standards	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way. We would welcome your ideas on the development of outcome based commissioning models and/or income generation opportunities to help the service receive value for money. • Values and behaviours • Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day to day work.
Additional leadership values and behaviours for managers	<p>People and Service Management (Managing excellent, cost-effective service delivery.</p> <ul style="list-style-type: none"> • Driving forward performance - setting high standards, encouraging improvement and supporting the team to achieve. Having regular team meetings and one to one conversations about performance, including difficult ones when necessary.

- Developing our people and our partners - giving people the scope to do well, taking time to understand their strengths and motivations, stretching them and coaching them to achieve.
- Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. Delivering the Medium Term Plan
- Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.

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Leadership and Engagement

Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.

- Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do.
- Leading change - being realistic, transparent and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward.
- Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made.
- Engaging staff, communities and customers - winning strong support through effective and regular communication, collaboration and feedback.
- Being commercial – creating opportunities to generate growth, income and maximise commercial potential.