



### 0.5 Digital Course Leader

<p><b>What we value at Westminster Adult Education Service</b></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><b>Our culture</b></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><b>Portfolio/responsibilities of this role</b></p>	<ol style="list-style-type: none"> <li>1. To teach to a high standard, allowing learners to progress and achieve as appropriate.</li> <li>2. To ensure high quality delivery and programming of clusters of courses, including where appropriate team meetings, programme planning, and producing course files and developing and reviewing the Digital curriculum in conjunction with the Head of Inclusion, English, Maths and Digital Skills.</li> <li>3. To provide timely and accurate information for a cluster of courses for the service’s self-assessment and development plans.</li> <li>4. Make effective use of service management information to monitor enrolment, retention, attendance, punctuality and progression within a cluster of courses in conjunction with the Head of Inclusion, English, Maths and Digital Skills and ensure timely interventions occur if necessary, including withdrawals and transfers.</li> <li>5. To undertake initial assessment of learners, identifying individual learning needs and referring to learning support as appropriate and ensure all learners have appropriate individual learning plans.</li> <li>6. To undertake tutorials, prepare course outlines, produce schemes of work and lesson plans and undertake lesson preparation, produce flexible learning materials and complete the formative assessment of learners’ work.</li> <li>7. To identify materials and equipment resource needs to assist the provision of teaching and learning by learners.</li> </ol>

8. To liaise with the exams officer and other WAES staff and be responsible for the timely and efficient exam / accreditation process and ensure the efficient and accurate IV / moderation process for a cluster of courses as directed by the Head of Inclusion, English, Maths and Digital Skills.
9. To ensure learners in a cluster of courses have participated in learner surveys or other processes to gauge learner views including ensuring the appointment of a class representative and participation in Learner Association activities.
10. To be responsible for the monitoring and achievement of targets identified in the QIP in association with the Head of Inclusion, English, Maths and Digital Skills.
11. To take part in the sharing of good practice with other tutors in the service on CPD days which may include leading on CPD sessions where appropriate and to take part in the service's Peer Observation Scheme.
12. To ensure all courses within a cluster identified by the Heads' exceed the national averages for success and teaching standards meet the relevant Quality Standards.
13. To work with the Co-ordinators to ensure that Part Time Tutors are completing their registers in a timely manner.
14. Where appropriate to participate in the recruitment, selection and appointment of staff.
15. To undertake appropriate training identified at the end of year review through the line management process and keep up to date with curriculum developments in the relevant subject area, undertaking short industrial placements as required.
16. To comply with any Health & Safety regulations and, in particular, be familiar with the procedure to be adopted in case of fire and to ensure the safety and security of both the classroom and any equipment borrowed or used within the classroom.
17. To observe and actively promote equal opportunities policies in the classroom, in the syllabus and learning materials and in all relationships with the service.
18. To develop external contacts and promote industry based work including work experience placements where appropriate.
19. Comply with any reasonable request in relation to the teaching programme made by the Service.

	<p>Budget Responsibilities £0</p> <p>Staffing £0</p> <p>Procurement £0</p> <p>Other £0</p>
<b>What do we expect this role to achieve?</b>	<p>The success of this role will ensure that:</p> <ul style="list-style-type: none"> <li>• Provide high quality teaching and learning experiences for learners</li> <li>• To contribute to the continuous development of the Digital curriculum</li> <li>• To provide advice, guidance and support learners</li> <li>• To support the Co-ordinators and Heads' to achieve the service's strategic objectives</li> </ul>
<b>Band/Salary range</b>	<b>Course Leader Pay Scale</b>
<b>Work style</b>	<b>Agile</b>
<b>Your manager &amp; team</b>	Name of Line Manager:
	Number of employees reporting into this role: 0
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Current experience of teaching ICT/ Digital Skills from entry level to level 2</li> <li>• Experience of delivering Essential Digital Skills Qualification (desirable)</li> <li>• Experience of delivering teaching online</li> <li>• Experience in liaising with and meeting awarding organisations' procedures and standards</li> <li>• Experience of devising lesson plans/course outlines and schemes of work</li> <li>• Demonstrable evidence of being a good or outstanding tutor in most recent observation</li> <li>• An understanding of the Education Inspection Framework</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• A team player with excellent presentation and communication skills both written and verbal</li> <li>• Good working knowledge of ICT to support teaching, learning and assessment in an online and blended environment.</li> <li>• Good working knowledge of MS Teams</li> </ul>
	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• A relevant first degree in ICT or a related subject or relevant recent industrial experience.</li> <li>• A recognised teaching qualification.</li> <li>• GCSE Maths and English A* - C or equivalent qualification at level 2 as a minimum, preferably level 3.</li> </ul>

	<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Ability to motivate and inspire learners to achieve their learning goals.</li> <li>• Commitment to teamwork and the ability to work flexibly.</li> <li>• A strong commitment to learners' success.</li> </ul> <p><b>Knowledge and understanding of key policies</b></p> <ul style="list-style-type: none"> <li>• Understanding of Safeguarding Legislation and its application within the educational sector and in relation to this post.</li> <li>• Commitment to equality and diversity and a good understanding of its practical implementation in the role.</li> </ul>
<p><b>Corporate standards</b></p>	<ul style="list-style-type: none"> <li>• <b>Resources / Financial management</b> 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.</li> </ul> <p><b>Values and behaviours</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Compliance</b> We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate.</li> <li>• <b>Equality and diversity</b> We value equality and diversity as a city council and we want you to support and promote this in your day to day work.</li> </ul>
<p><b>Additional leadership values and behaviours for managers</b></p>	<p><b>People and Service Management (Managing excellent, cost-effective service delivery.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. Delivering the Medium Term Plan</li> <li>• Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.</li> </ul> <p><b>Leadership and Engagement</b> Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"><li>• 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.</li><li>• Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made.</li><li>• Engaging staff, communities and customers - winning strong support through effective and regular communication, collaboration and feedback.</li><li>• Being commercial – creating opportunities to generate growth, income and maximise commercial potential.</li></ul>