



Head of Community and Cultural Learning

<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 provide outstanding educational leadership to ensure high a quality learner experience which leads to outstanding achievement, progression and employability outcomes for learners. 2. To provide outstanding leadership in the development, planning and monitoring of the community and cultural pathways provision across the service. 3. To provide positive leadership and management by creating a supportive and innovative environment that encourages commitment to the service and achievement of high standards and high quality teaching, learning and assessment. 4. To lead the department to respond to changing external needs and ensure the curriculum offer is relevant, current and meets the internal business planning needs and growth targets. 5. To work collaboratively with colleagues across the service to provide a solutions focused approach. 6. Provide clear management and direction through effective line management of a diverse team and in line with service requirements. 7. To contribute to the development and implement the community and cultural learning curriculum strategy provision to ensure learner needs are met. 8. To ensure systems and procedures on quality assurance and improvement are adhered to and implemented effectively within the department to bring about improvements.

	<p>9. Promote the services with identified targets groups and work with partners to help prepare bids and secure funding.</p> <p>10. To develop and maintain good relationships and partnerships with external stakeholders to benefit the provision and service.</p> <p>11. To keep up to date with post-16 funding, policy, curriculum and employment developments at a national, regional and local level.</p> <p>12. To teach to a high standard in line with the service professional standards.</p>
	<p>Budget Responsibilities:</p> <p>Staffing Up to: £500,000</p> <p>Procurement £200K</p> <p>Other: Departmental Budget £100K</p>
<p>What do we expect this role to achieve?</p>	<p>The success of this role will ensure that:</p> <ol style="list-style-type: none"> 1. All department KPIs are achieved and/or exceeded. [attendance/punctuality/retention/achievement and progression] 2. Internal and external Quality Systems show compliance and improvements in service delivery 3. Learners have clear target minimum grades and high expectations of them which is monitored and reviewed at key points 4. Staff appraisals and reviews are conducted and training identified in a timely manner and other performance related staffing addressed 5. Key external relationships/partnerships are identified, nurtured and developed to benefit the organisation and the learners. 6. Yearly business planning and curriculum growth is innovative and future facing and learner focused meeting the needs of community, family learning and cultural learning 7. High quality teaching, learning and assessment
<p>Band/Salary range</p>	<p>Band 4, level 1</p>
<p>Work style</p>	<p>Agile</p>
<p>Your Line manager and team</p>	<p>Assistant Principal, Curriculum and Quality</p> <hr/> <p>2 x Course Coordinators</p>
<p>Experience</p>	<ul style="list-style-type: none"> • Demonstrable experience of leadership and management in an education environment and understanding of community provision • Demonstrable experience in meeting and/or exceeding key targets in relation to learner outcomes • Experience of using IT systems to manage performance and bring about improvement • Proven ability to lead a department and bring about improvements

	<ul style="list-style-type: none"> • 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 • Financial management • Excellent relationship management • Excellent data management and analysis • Both verbal and written communication • IT, including but not limited to: Office 365 and associated applications. • High quality teaching and assessment
	<p>Qualifications:</p> <ul style="list-style-type: none"> • Degree or professional qualification in a chosen subject relevant to the area (Essential) • Recognised teaching qualification at level 5 (Essential) • Level 2 English and numeracy (Essential) • Management qualification at level 5 or willingness to work towards (Essential)
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.

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.