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| **Post title: Community Learning Officer / Quality of Teaching and Learning**  **Department of Economic Growth and Housing** |
| **Place of Work: Cambridge Road, Seaforth, L21 1EZ**  **Salary and grade:** |
| **Line manager/s: Assistant Community Learning Manager**  **Responsible for: Tutors**  **Grade: I** |
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**Purpose of the Job**

To line manage (with the other Community Learning Officer and the Assistant Community Learning Manager) a group of tutors with a focus on the quality of teaching and learning and curriculum development to the highest standards. To provide quality assurance to ensure the Service meets Ofsted LCRCA requirements.

Key tasks will be to ensure that teaching is relevant and appropriate and learning is purposeful and progressive across the Service.

**Relationships**

The postholder is responsible to the Community Learning Manager and Assistant Community Manager in all matters.

The postholder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding to improve the quality of teaching and learning within the service.

**Main Duties**

1. To ensure the highest possible quality of teaching and learning within the area and undertake a caseload of teaching observations on a timely basis using Service proformas.
2. To ensure that the Service has a suitable range of tutors to provide effective support for learners.
3. To ensure that tutors resource needs are met with a focus on relevant on/off site provision.
4. To facilitate tutor training where necessary.
5. To assist in the development of suitable community-focused programmes of learning.
6. To manage allocated area budgets and ensure budget requirements are adequate to meet agreed targets.
7. To assist in the use of management information for planning and benchmarking, ensuring data is accurate in order to monitor and report on as trends in participant, retention, achievement, success and progression, as well as against EDIMS.
8. To assist in the recruitment, appointment and management of tutors including the approval of tutor pay claim in accordance with Sefton MBC policies.
9. To assist in the whole Service self-assessment process and to regularly monitor the curriculum aspects of the quality improvement plan.
10. To facilitate and deliver staff development across the Service and encourage the dissemination of good practice of teaching through a variety of forums.
11. To liaise with other managers to assist the co-ordination of the internal verification/moderation for the programmes in this area an liaise with awarding bodies, ensuring links are made with external moderators as appropriate and make necessary arrangements for external moderation where applicable.
12. To ensure regular quality assurance checks are scheduled and undertaken where key processes that impact on learner outcomes (e.g. SOW, Lesson Plans, OTLs, Course Outline, Tutor Files, Curriculum Resources).
13. To attend relevant service and partnership meetings and chair/facilitate where relevant.
14. To assist in marketing and publicity and ensure that relevant information is available about new and existing courses and progression routes where applicable.
15. To support and fully endorse the policy and practice of the Community Learning Service with regards to equal opportunities.
16. Any other duties to ensure the development, and efficient management of the area assigned commensurate with grading of the post.

**Terms and Conditions**

Working: **18 hours per week** (all staff will be expected to fulfil occasional evening work in line with the opening times of the centre within the 36 hour working week.)

The Authority has approved a policy on Equal Opportunities in employment and copies are freely available to all employees.

All staff are responsible for the implementation of the Health & Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 in accordance with the Police Act;

This post may require evening or weekend working.

A Casual User Car Allowance is applicable.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Prepared by:

Name: Lisa Grimes

Designation: Community Learning Manager

Date: December 2021