

BURY METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Post Title:	Assistant Head of Libraries and Adult Learning (Learner and Tutor Services)	
Department:	Environment and Development Services	Establishment/Post No:
Division/Section:	Arts, Libraries and Adult Learning	Post Grade: To Be Evaluated
Location:	Bury Adult Learning Centre	Post Hours: 37 hours in line with service requirements
Special Conditions of Service: Casual car user allowance.		
Purpose and Objectives of Post: To be responsible for the provision of a range of learner and tutor services that meet external quality standards To work as a member of the Libraries and Adult Learning Team to develop, monitor and evaluate equality and diversity procedures and strategies within adult learning		
Accountable to:	Borough Officer – (Arts, Libraries and Adult Learning)	
Immediately Responsible to:	Head of Libraries and Adult Learning	
Immediately Responsible for:	Programme Managers/ Project Managers/Administrative Staff	
Relationships: (Internal and External) Managers, tutors and administrative staff within the Service Officers of the Service and Authority External Agencies relevant to the area of work Other Post 16 Providers Voluntary and Community Organisations Examining and Validating Bodies Learning and Skills Council Learning Partnership Ofsted/Adult Learning Inspectorate Early Years		
Control of Resources: Nominated staff Designated budgets. Health and Safety: Ensure the maintenance of a healthy and safe environment for staff and the public		

Duties/Responsibilities:

General

Participate in the Libraries and Adult Learning Management Team committed to providing inclusive and high quality adult education provision for individuals and communities in Bury and to exploring opportunities to give learners a voice and to ensure Widening Participating in learning.

Contribute to the overall strategic management of the service, including to the production of statutory and annual plans

Contribute to the work of service wide teams on specific policies/projects

Access and interpret relevant LSC documents and advise the Head of Libraries and Adult learning and service staff as appropriate

Assist in the identification of new developments, initiatives and policies within the service

Set and agree targets for continuing improvement of the area of work particularly retention and achievement of learners.

Provide information to the Head of Libraries and Adult Learning and other members of the Libraries and Adult Learning Management Team

Utilise the service quality assurance procedures and TERMS data to produce reports on enrolments, learner retention and achievement when required

Manage staff, equipment and resources within allocated budgets

Maintain adequate records to meet both the needs of the service and internal and external audit/inspection requirements

Develop and maintain working relationships with voluntary and statutory agencies, and represent the service as agreed with the Head of Libraries and Adult Learning

Undertake staff development and training as agreed with the Head of Libraries and Adult Learning

Contribute to the management of key processes managed across the service, including advice and information, initial assessment, monitoring of learning, enrolment and exam entry

Produce an annual report for the area of work commenting on achievements, progress against targets, learner views, good practice, partnerships and responsiveness to Area Board, Borough Council and LSC priorities

Ensure there are mechanisms in place to give learners an opportunity to impact on teaching and learning and the organisation and delivery of courses. Report on the effectiveness of these mechanisms and the outcomes that have led to positive improvements for learners

Respond to formal and informal complaints in accordance with Borough Council and service procedures

Ensure compliance with all service policies and procedures.

Ensure all new courses are approved by the Quality and Curriculum Management Group

Contribute to planning documents e.g. ACL plan, strategic plan, self-assessment report when required

Respond to requests for information from the LSC

Develop own management skills

Produce an annual training plan for all staff in area of work

Complete annual employee reviews within Council policies and procedures

Deputise for the Head of Libraries and Adult Learning when required

Work effectively with Borough Council Departments, members of the Bury Learning Partnership, community groups and other partners.

Respond to inspection reports, mock inspection reports, reports from external verifiers and moderators

Ensure there is a programme of learning observations using service documentation and procedures and ensure that appropriate action is taken

Immediately respond to reports of non-compliance by tutors to complete essential documentation as detailed in the tutor handbook

Manage budgets for the area of work

Duties and Responsibilities – Continued

Specific

LEARNER SERVICES

Develop and constantly review service policy on information, advice and guidance, and to ensure the delivery of IAG in adult learning, meets external quality standards (matrix).

Develop and implement a service-wide approach to the admission, enrolment and induction of learners in liaison with the Libraries and Adult Learning Team.

Manage the Learner Support Fund.

Ensure that crèche registered childcare provision meets Ofsted requirements.

Produce and review learner discipline procedures and manage the disciplinary process.

Draft policies and procedures and information guides relating to learners including the learner handbook, agreement, charter, harassment etc.

Ensure learner award ceremonies, and other opportunities to recognise learner achievement, are arranged annually.

Lead and manage Additional Learning Support for both qualification and non-qualification provision and ensure that appropriate numbers of learning support assistants and learning support volunteers are recruited.

Ensure funding claims for ALS and associated claims forms are submitted to the Learning and Skills Council.

Lead on marketing and publicity of courses.

Responsible for developing marketing strategies across Libraries and Adult Learning, including producing a Marketing Plan for Libraries and Adult Learning.

TUTOR SERVICES

Ensure there is effective communication with tutors concerning issues that impact on all curriculum areas.

Ensure that the tutor handbook is updated annually.

Arrange and ensure delivery of tutor staff training that impacts on all curriculum areas particularly the September tutor training days.

Review tutor conditions of service and attend JCC meetings and other meetings as required by the Head of Libraries and Adult Learning.

EQUALITY AND DIVERSITY

Advise the Head of Libraries and Adult Learning on Equality and Diversity issues as they relate to Adult and Community Learning.

Manage equality and diversity issues within adult learning as they relate to the Common Inspection Framework

Utilise the Service's equality and diversity data information to produce relevant reports on enrolments, learner retention and achievement to improve provision.

FUNDING

Identify and secure external funding, including ESF Co-financing in liaison with colleagues.

Research, develop and oversee the management of a programme of self-financing learning opportunities within guidelines and targets agreed by the Libraries and Adult Learning Team and produce an annual business case for self-financing learning opportunities.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date: