

BURY METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Post Title:	Assistant Head of Libraries and Adult Learning (Quality and Curriculum)	
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 take a lead in developing the priorities for the Adult and Community Learning Programme, ensuring that the service offers a programme which is responsive to LSC priorities and local need and develop and implement quality measures for the Adult and Community Learning Programme, taking into account standards set by external bodies. To oversee the work of service managers in developing a range of standardised quality assurance systems for the service and to take responsibility for the implementation, monitoring, evaluation and continuous improvement of systems.		
Accountable to:	Borough Officer – (Arts, Libraries and Adult Learning)	
Immediately Responsible to:	Head of Libraries and Adult Learning	
Immediately Responsible for:	Programme Managers, Quality Improvement Administrative Officer and 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 Participation in learning.

Contribute to the overall strategic management of the service, including 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

QUALITY IMPROVEMENT

Develop and Implement quality improvement arrangements covering Adult and Community Learning provision in response to the Ofsted and ALI inspection framework, by taking the responsibility for learning observations, internal verification, RARPA, consulting learners and early leavers, responding to learner complaints, essential documentation audit, tutor and programme evaluations, the quality projects initiative, disseminating good practice within the service and from external sources such as Excalibur database and benchmarking information.

Ensure staff receive appropriate guidance on quality improvement by updating the quality framework and related documents to ensure such documentation is available to all staff in an appropriate format.

Develop, implement and monitor quality standards and performance measures to assure quality of Service delivery.

Act as the nominee during Inspections.

Prepare the Annual Self-Assessment Report and Improvement Plan.

CURRICULUM

Lead, manage and develop a comprehensive and responsive Arts and Crafts, ICT, Languages and Textiles curriculum. Take responsibility for other areas of learning and E- learning in agreement with the Head of Libraries and Adult Learning.

Manage targets set by the Libraries and Adult Learning Management Team.

Manage effective progression pathways within this area and from Widening Participation Initiatives, basic provision and provision for learners with learning difficulties and responsibilities

Co-ordinate learning opportunities in Museums, and Art Galleries and Libraries to meet targets set by the Libraries and Adult Learning Management Team

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: