

# BURY METROPOLITAN BOROUGH COUNCIL

## JOB DESCRIPTION

<b>Post Title:</b> Assistant Head of Libraries and Adult Learning (Skills for Life and Work/Community Learning)	
<b>Department:</b> Environment and Development Services	<b>Establishment/Post No:</b>
<b>Division/Section:</b> Arts, Libraries and Adult Learning	<b>Post Grade:</b> To be evaluated
<b>Location:</b> Bury Adult Learning Centre	<b>Post Hours:</b> 37 hours in line with service requirements
<b>Special Conditions of Service:</b> Casual car user allowance.	
<b>Purpose and Objectives of Post:</b> To work as a member of the Libraries and Adult Learning Team to develop, monitor and evaluate Skills for Life and Outreach provision. To lead, manage and develop a comprehensive Skills for Life, ESOL and Family Learning Curriculum and outreach provision. To initiate, co-ordinate and manage activities focussed on First Step Learning.	
<b>Accountable to:</b>	Borough Officer – Arts, Libraries and Lifelong Learning
<b>Immediately Responsible to:</b>	Head of Libraries and Adult Learning
<b>Immediately Responsible for:</b>	Programme Managers/Project Managers/Administrative Staff
<b>Relationships: (Internal and External)</b>  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	
<b>Control of Resources:</b>  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 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**

**Lead, manage and develop a comprehensive Basic Skills, ESOL and Family Education curriculum and outreach provision within the Service.**

**Take overall management responsibility for all Basic Skills, ESOL, Family Learning staff and Community Learning Managers.**

**Take the lead role in the recruitment and staff development of staff within this area of work.**

**Develop effective pathways of progression from Basic Skills and outreach provision to other areas of learning within the Service and to other providers.**

**Develop innovative provision to attract new learners throughout the Borough.**

**Initiate and co-ordinate activities focussed upon Widening Participation**

**Work with a team of Programme Managers/Project Managers and other service managers to implement the Adult Learning Plan**

**Develop and utilise measures that quantify the outcomes of Widening Participation Initiatives**

**Set targets for the enrolment of new learners across all provision and support Managers in achieving these targets.**

**Develop return to learn and return to work programmes**

**Support capacity building practice with partners to sustain and develop provision**

**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)**

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