

## Job Description

<b>Job Title</b>	Curriculum Leader
<b>Directorate</b>	City Development
<b>Service Area</b>	Adult Learning Service
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£40,777 - £46,142
<b>Job Type</b>	Office Based
<b>Location</b>	Citywide
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS Child and Adult Workforce and Barred List
<b>Job Evaluation Ref No</b>	

## Job Purpose

To lead and manage a designated team of tutors.

To support the implementation of standalone and embedded contextualised learning and skills and employment programmes in line with local and national priorities.

To implement service quality standards, systems, and procedures to improve the quality of teaching and learning.



## **Directly Responsible For:**

Tutors

## **Directly Responsible To:**

Senior Curriculum Leader

## **Main Areas of Responsibility:**

- To establish local adult learning needs through liaison with local people, community and voluntary groups, and other partners that promote the Service's Employment, Skills and Learning Strategy
- To promote and encourage take up of adult and community learning across an identified area
- To plan and organise innovative and creative learning programmes and projects in conjunction with other service staff which respond to local issues, cultural differences and promote progression
- Reflect Service priorities of Employment, Learning and skills pathways
- Support the learning needs of growth sectors, e.g. in liaison with Curriculum Leaders, tourism, retail etc. and underpinning employability skills, enterprise, soft skills etc
- To work in partnership with other statutory and voluntary sector providers in the area to develop provision which avoids duplication and meets local needs
- To set up courses in line with Adult Learning Service administration, and quality procedures
- To provide information for course promotion and publicity
- To assist in the monitoring and evaluation of the quality of adult learning provision in order to ensure a high level of quality and continuous improvement
- To work with colleagues to develop and share good practice

- To contribute to the development of resources for Employment, learning skills provision through contribution to the development of ALS pathway strategies; liaising closely with colleagues in order to ensure effective communication; contribute to professional development events and activities
- To implement the policies and practices of the Adult Learning Service for Quality Improvement and Assurance and Equality and Diversity
- To keep up to date with the current policies and practices of the Adult Learning Service
- It is expected that the Officer will participate fully in staff development, training opportunities which are made available and the organisation and delivery of in-service training in the area of responsibility and appropriate to the level of the post, PRD process
- There is a requirement to attend and participate in, as necessary, appropriate Council Committees and Working Parties
- To perform any other duties appropriate to the grade of the post, assigned by the Service Manager
- To provide information and advice to learners and potential learners about learning opportunities within the Service
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- It is expected that the officer will participate fully in:
  - ☐ Staff Development Policy and Practice
  - ☐ Training Opportunities, which are made available
  - ☐ The organisation and delivery of in-service training
  - ☐ Performance Review

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- The job would include using a computer and sitting at a desk for prolonged periods of time

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Relevant Teaching qualification, Level 4/5 (A/I)
- Relevant Subject Qualifications at Level 3 or higher (A/I)
- Level 4 Internal Verifier qualification as appropriate (A/I)

### Desirable

- Evidence of continuing professional development within the last eighteen months

## Experience

### Essential

- Experience of implementing Quality Assurance systems (A/I)
- Relevant teaching experience in either English, Maths or Digital (A/I)

### Desirable

- Experience of working in adult learning
- Comprehensive understanding of teaching and learning methods and styles
- Experience of preparing high quality Teaching and Learning resources

- Knowledge and understanding of local learning, skills and employment needs relevant to the post

## Skills/Abilities

### Essential

- Chair tutor network meetings (A/I)
- Contribute to a Self-Assessment Review of a curriculum area (A/I)
- Contribute to the production and implementation of annual operational plans (A/I)
- Assist in curriculum evaluation and development (A/I)

### Desirable

- Organise and undertake a resource audit
- Undertake a resource needs analysis and allocation and relevant health and safety risk assessments
- Implement appropriate Quality Assurance systems and procedures
- Knowledge of Awarding body requirements
- I.T. Skills

## Commitment

### Essential

- A passion for improving residents' lives (A/I)

## Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to teamwork
- Commitment to equal opportunities

## Other

## Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

## Desirable

- Willingness to work flexible hours including evenings/weekends